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ABSTRACT

The 1975 edition of the Bridgewater State College faculty handbook outlines the college's policies and procedures concerning the faculty. The administration and college structure are detailed as is the faculty organization. The college's policies on faculty status are discussed including academic freedom, professional ethics, academic rank, teaching load, and leaves. Additionally, faculty benefits and financial information are detailed. (JMF)

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FACULTY HANDBOOK

U S DEPARTMENT OF HEALTH
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BRIDGEWATER STATE COLLEGE

FACULTY HANDBOOK

May, 1975

Bridgewater State College
Bridgewater, Massachusetts

PREFACE

Publication of the Handbook is a responsibility of the Faculty Council. It is issued every spring, with the intent of presenting an updated and complete account of policies and procedures concerning faculty. Throughout the past year, several members of the Council worked diligently to present this edition of the Handbook. Their effort fulfills admirably the Council's responsibility and we are indebted to them. Hopefully, their product will serve all the faculty as a valuable resource and guide.

Though the Council bears the charge of publishing the Handbook, all faculty share the responsibility of ascertaining whether the policies and procedures contained therein serve the best interests of the College. This review should occur regularly and within the functions of every council and committee comprised of faculty. As this scrutiny yields recommendations for change, the contents of this Handbook will be altered and the institution will be more secure in its purpose.

David R. Cheney
Chairman
Faculty Council

May 5, 1975

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ADMINISTRATION

BOARD OF TRUSTEES

All of the State Colleges in the Commonwealth are governed by one Board of Trustees. It consists of eleven members, "residents of the Commonwealth, to be appointed by the governor, at least two of whom shall be women. No person serving as a member of a board of any public institution for higher education in the Commonwealth or of any state board of education shall be eligible for appointment."

The Board of Trustees has the authority and powers customarily and traditionally exercised by such governing bodies. It adopts rules and regulations for the government, management, control, and administration of all affairs pertaining to the State Colleges. It elects the presidents and all other professional personnel of these institutions and determines the conditions of their employment. It draws up and submits to the Board of Higher Education the budget for the colleges, with the allocation of funds being left to the institution. It determines the general policy of admissions, including students not residents of the Commonwealth, the degrees to be offered, and the travel policy for college personnel. The Board of Trustees may delegate its power and authority, except for the specific matters cited above, to the appropriate administrative officers.

The Board of Higher Education, to which the Board of Trustees for the State Colleges sends a representative, delineates "functions and programs for public institutions of higher education and segments of such institutions."

PROVOST AND THE CENTRAL OFFICE

The staff of the Central Office in Boston consists of the Provost and Director of State Colleges and the various assistant and associate staff members and clerical staff members involved with the operation of the office.

The role of the Central Office is essentially one of clerical and administrative function for the Board of Trustees of the Massachusetts State College System. In a coordinating role, inter-institutional cooperation is fostered through liaison with the various colleges. Through the work of the Central Office, various types of research are accomplished for the Board of Trustees and a repository of information on Board policy and function is provided for the system.

FACULTY ADVISORY COMMISSION TO THE BOARD OF TRUSTEES

Article IV, Section 6 of the 7/13/72 By-Laws of the Commonwealth of Massachusetts Board of Trustees of State Colleges reads as follows:

> There is hereby created a Faculty Advisory Commission which shall consist of 11 faculty members as herein provided. The Commission shall consist of one faculty member from each of the 11 colleges under the Board's jurisdiction. College representatives shall be elected annually by and from the general faculty of each of the respective campuses.
>
> The Faculty Advisory Commission may make recommendations to the Board of Trustees on any matter of interest to the Commission. Committees of the Board may call upon members of the Faculty Advisory Commission to serve as advisors and the Board may refer matters to the Commission for study and recommendations.

The officers of the Faculty Advisory Commission are a chairman, vice-chairman, recording secretary, and corresponding secretary, elected from among the members of the Commission by a majority of the entire

membership at the first meeting. The chairman is a non-voting member of the Board of Trustees.

BRIDGEWATER STATE COLLEGE

The President, as the chief administrative officer of the College, is responsible for all matters of the College. He is elected by the Board of Trustees.

Other administrative officers of the college include:

Executive Vice President
Academic Dean
Dean of Undergraduate Studies
Dean of the Graduate School
Directors of Academic Divisions
Director of Continuing Education
Director of Teacher Preparation and Placement
Principal of Burnell School
Librarian
Chairmen of Departments

Dean of Administration
Assistant to the President
Director of Admissions
Registrar
Director of Planning and Development
Financial Aid Officer
Grant Coordinator
Director of PROGRESS
Coordinator of Computer Services
Director of Information Services
Director of Media Services

Dean of Students
Associate Dean of Students
Director of the Student Union

The Academic Dean, the Assistant to the President, and the Dean of the Graduate School have continuing appointments until terminated by the Board of Trustees upon recommendation of the President. The President annually appoints academic administrators such as divisional directors and department chairmen.

Some procedures have been adopted for involving the Faculty in the selection of divisional directors and department chairmen:

Divisional Director [1]:

Dossiers (excluding confidential data) on those candidates who, according to the Dean, meet minimum requirements for the position of Divisional Director should be submitted to:

1. The Chairmen of the departments in that division.
2. An ad hoc Divisional Faculty Committee, consisting of two members of each department in the Division concerned.
3. The other Divisional Directors and appropriate Deans.

Interviews should be arranged with the three groups after the Academic Dean has made a decision on which candidates should be invited to the College.

The recommendations of these three groups of interviewers should be forwarded, separately, to the President and the Academic Dean for their final decision.

Acting Department Chairmen [2]:

As soon as the President knows of a situation where it will be necessary to appoint an acting department chairman, he will notify the members of the department involved.

Within two weeks after notification, a meeting of the department will be called to determine the method to be used for recommending candidates to the President. The department will notify the President of the eligibility requirements it has established.

One of the following procedures will be chosen by the department:

a. The department will hold its own election and submit to the President a list of three candidates in rank order from the department and/or from other appropriate personnel;

b. Each individual department member will submit to the President his own list of three candidates in rank order from the department and/or from other appropriate personnel.

After consulting with the Academic Dean and the Divisional Director, the President will make known his decision to the department, Divisional Director, and Academic Dean.

The appointment will be made as soon as possible.

Reappointment of Department Chairmen:

The President of the College solicits opinions from department members on the administrative performance of the chairmen by means of a questionnaire sent out by his office.

[1] Faculty Council minutes, December 14, 1970; Presidential document, February 5, 1971.

[2] Faculty Council minutes, May 14, 1973; Presidential document, August 31, 1973.

STRUCTURE OF THE COLLEGE

UNDERGRADUATE COLLEGE

Authorized to grant the degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Science in Education, Bridgewater State College is organized by departments and the departments are grouped into six divisions for administrative purposes: Behavioral Sciences, Creative Arts, Humanities, Natural Sciences and Mathematics, Professional Education, and Social Sciences.

The departments function through regularly scheduled meetings, the dates and times of which are arranged jointly by the chairmen and the members of the department. An agenda is distributed before each meeting, with an opportunity given to all members of the department to place items on that agenda. Departmental minutes, including a record of the members present and the votes taken, are sent to the divisional director, the academic deans, and the President. [1]

GRADUATE SCHOOL

The Graduate School is concerned with all matters relating to graduate programs and degrees. Programs leading to the degrees of Master of Arts, Master of Arts in Teaching, Master of Education, and Master of Science are offered on both a full-time and part-time basis through the day session and Continuing Education. The constitution of the Graduate School is found in the appendix of this *Handbook*.

The Graduate Faculty is the academic policy-making body of the Graduate School subject to review and approval of the Dean of the Graduate School, the Academic Dean, and the President. Academic policies which the Graduate Faculty recommends and which are approved respectively by the Dean of the Graduate School, the Academic Dean, and the President, are administered by the Dean of the Graduate School.

The Graduate Council conducts the business of the Graduate Faculty and assists the Dean of the Graduate School in the execution of academic policy related to graduate study and associated research. The Council, as a representative body, has jurisdiction over procedural matters and academic policy matters, except that it may refer to the entire Graduate Faculty those which are basic and far-reaching in nature. Furthermore, the Graduate Faculty may review decisions of the Graduate Council upon petition of one-tenth of the voting members of the Graduate Faculty.

DIVISION OF CONTINUING EDUCATION

Courses are offered in the evenings and on Saturday during the academic year and in the summer for students engaged in part-time study on both undergraduate and graduate levels.

Persons teaching in the Division of Continuing Education are approved by the chairman of the department concerned. Courses taught by regular Bridgewater State College faculty are extra courses for which separate payment is made.

CAMPUS LABORATORY SCHOOL

The Burnell School is operated by the College for on-campus student teaching purposes. It includes kindergarten and the first four grades.

[1] Faculty Council Minutes, January 11, 1971; Presidential document, April 18, 1975.

FACULTY ORGANIZATION

The Faculty of Bridgewater State College adopted its first constitution in the spring of 1968. The latest amended constitution is in the appendix of this Handbook.

FACULTY MEETINGS

General Faculty meetings are held at least 8 times during the academic year, with dates and times announced at the beginning of each academic year. Special meetings may be called by a majority vote at a meeting of the General Faculty, upon written petition to the President by ten per cent of the General Faculty, or at the request of the President or twenty-five per cent of the members of the Faculty Council.

FACULTY COUNCIL

The Faculty Council is a representative body of the Faculty. The members are elected according to standing rules adopted by the faculty. (See Appendix).

INSTRUCTIONAL FACULTY ORGANIZATION

The Instructional Faculty, as defined in the Constitution of the General Faculty, consists of those who hold full-time appointments as professors, associate professors, assistant professors, and instructors and who ordinarily devote the major part of their time to teaching. Although the Constitution distinguishes the Instructional Faculty from the Administrative Faculty, it does not define any machinery or furnish any regulations for the separate functioning of the two bodies except with respect to (a) election of representatives to the Faculty Council and (b) the process of amending that Constitution. Nothing forbids the two bodies to form their own organizations, but except for the circumstances mentioned separate organizations of the two bodies have no constitutionally recognized existence.

The Instructional Faculty organized in 1974 and, under the leadership of a five-person Steering Committee, began to hold regular meetings to debate issues and to discuss ways in which it may use the constitutional system of governance to serve its collective interests. The Instructional Faculty Organization is analogous to a party caucus in Congress; while it is extra-constitutional, it works with and through constitutional government.

The standing rules of the Instructional Faculty Organization are found in the Appendix.

COMMITTEES:

Faculty members serve on a number of committees that have been established to assist in the formulation of policy and in its implementation for the entire college. Faculty members are appointed to these committees by the President on the recommendation of the Faculty Council. Many of these committees include student members.

In making recommendations for appointments to committees, the Faculty Council seeks to insure continuity as well as rotation of membership; variety of background and experience among the members; distribution of membership to afford divisional representation, administrative and instructional representation, tenured and non-tenured faculty representation. Within these constraints, the Faculty Council tries to honor preferences of faculty members for serving on particular committees.

A faculty member is eligible for appointment to a committee at the end of the first year of service at the College.

Committee preference forms are sent to each eligible faculty member. It

is assumed that those not indicating a preference are willing to serve on any committee.

Members shall be appointed for two-year terms on a rotating basis to insure continuity. No one may serve on a given committee for more than two consecutive terms, after which a full term must elapse before one is again eligible to serve on that committee.

A faculty member who has served one or more two-year terms may request an exemption from service for a time equal to the time served.

No faculty member may serve on more than one major committee in a given year.

Alternates will be named each year who will be available to replace any member who may resign. [1]

Committee Policies:

1. Committee chairmen are elected by the members of each committee. Committees should follow guidelines set up by the Faculty Council and establish a consistent voting policy. The quorum is set by each committee but it shall not be less than 40 per cent of the total membership. [2]
2. Recommendations relating to general policies and procedures are forwarded simultaneously to the President, the Academic Dean, the Faculty Council, and the Student Government Association. The Faculty Council considers the recommendations and sends its response to the President. The response takes the form of noting and recording the recommendation for publication, endorsing the recommendation, or opposing the recommendation. [3]

   Disposition of recommendations is reported by the President and the Academic Dean within thirty days to the recommending committee and to the Faculty Council. [4]
3. Meetings of Faculty-Student Committees are open only to members of the college community, defined as students, faculty, and administrators. As an operative rule, and as a point of courtesy, any member of the college community desiring to attend such a meeting as a visitor should so inform the chairman prior to the meeting. [5]

Faculty Standing Committees for 1975 - 1976:

Academic Standing
Budget
Faculty Services
Scholarly Support

Faculty-Student Standing Committees for 1975-1976:

Athletic Policy
Bookstore Advisory
Campus Development
Honors and Advanced Placement
Library
Recruitment, Admissions, and Financial Aid
Teacher Preparation
Undergraduate Curriculum

[1] Faculty Council Minutes, February 24, 1975.

[2] Faculty Council Minutes, October 7, 1971.

[3] Faculty Council Minutes, May 7, 1973; October 15, 1973.

[4] Faculty Council Minutes, November 17, 1969; May 7, 1973.

[5] Faculty Council Minutes, April 8, 1974; Presidential document, April 18, 1975.

Special Faculty Committees:

There are some committees to which members are elected by the Faculty. Two permanent ones are the Faculty Status Committee (see pp. 17-18) and the Merit Evaluation Committee (see pp. 28-30).

A Committee on Nominations and Elections, consisting of seven members, is appointed by the Chairman of the Faculty Council each year. Its function is to conduct all elections for the faculty - administrative, general, instructional.[6]

Administrative Committees:

These committees fulfill special functions and their membership is determined by position held or presidential appointment. They include:

Athletic Council
Athletic Fee
College Community Relations Council
Continuing Education Advisory
Convocation
Ad Hoc All-College Campus Governance
Rizzo Scholarship Fund
Ad Hoc Space Utilization
Town College
Traffic Control

VACANCIES IN ELECTED POSITIONS

If a faculty member resigns from an elected position, requests a leave of absence from an elected position, or, in the case of the Faculty Council, relinquishes his seat, he shall immediately inform the Chairman of the Council. Upon such notification, the Chairman of the Faculty Council shall direct the Elections Committee to conduct an election to fill the vacancy as soon as possible. [7]

VACANCIES ON APPOINTED COMMITTEES

If a vacancy occurs among the members which the Faculty Council has recommended or appointed for any committee, the chairman of that committee shall immediately inform the Chairman of the Faculty Council who shall move to fill the vacancy as soon as possible. [7]

THE FACULTY ASSOCIATION

The Faculty Association provides, through a variety of social and professional activities, opportunities for faculty members to broaden their range of acquaintances beyond those circumscribed by the routines of teaching and committee work. All full and part-time members of the faculty and the professional administrative officials of the College are eligible for membership.

MASSACHUSETTS STATE EMPLOYEES ASSOCIATION

Any employee of the State is eligible for membership in the organization. Dues are payable in November. If desired, a payroll deduction may be made each year.

BRIDGEWATER CHAPTER, AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

This organization works to promote effective cooperation within the faculty of this institution and with faculties elsewhere. Membership is open to members of the national American Association of University Professors.

[6] Faculty Council Minutes, September 10, 1973; General Faculty Minutes, March 25, 1974

[7] Faculty Council Minutes, March 3, 1975.

BRIDGEWATER STATE COLLEGE TEACHERS ASSOCIATION

This organization is affiliated with the Massachusetts Teachers Association and the National Education Association. Membership is open to any faculty member.

POLICIES ON FACULTY STATUS

ACADEMIC FREEDOM

Bridgewater State College subscribes to the principles of academic freedom as stated by the American Association of University Professors.

The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman. [1]

PROFESSIONAL ETHICS

Bridgewater State College subscribes to the principles of professional ethics as stated by the American Association of University Professors.

I. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

II. As a teacher, the professor encourages the free pursuit of learning in his studies. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

III. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinion of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

IV. As a member of his institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions.

[1] "1940 Statement of Principles on Academic Freedom and Tenure," prepared by the American Association of University Professors and the Association of American Colleges.

V. As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. [2]

ACADEMIC RANK [3]

The following definitions and guiding principles have two purposes: to give faculty members a clear understanding of what responsibilities and prerogatives belong to the academic ranks they hold or aspire to and to furnish guidance to all persons involved in the process of promotion, appointment, retention, or granting of tenure by making clear what professional qualifications, above the minimum established by the Board of Trustees, are required for each academic rank at this College.

1. Certain responsibilities belong to all faculty members regardless of rank. Foremost is the responsibility to teach as humanely and effectively as possible. It is also the responsibility of faculty members to give assistance and advice to students in academic matters. Academic advising is an integral part of the instructional role, and faculty members should be accessible to students outside the classroom. Office hours should be held on a regular basis. In addition, faculty members are expected to participate in college governance. They are expected to attend department meetings and general faculty meetings regularly and to serve on various committees from time to time as appropriate.

   All faculty members are expected to familiarize themselves with and to adhere to the College's regulations, policies, and procedures specified in the Faculty Handbook, the college catalogue, or communicated to the faculty by the Administration. All are expected to conform to traditional canons of professional ethics and decorum. When a faculty member dissents from established policies or disapproves of any regulations, his duty is not to disobey or ignore them but to adhere to them while working through available processes of governance to change them.
2. The holding of academic rank by a teaching member of the faculty entails not only the performance of certain obvious specific functions such as teaching courses but the performance of a number of professional responsibilities of a more general nature that should be expected to be more extensive and compelling as rank increases.
3. Promotion should carry with it not only the rewards of increased salary and professional prestige but certain prerogatives and opportunities consistent with the enlarged responsibilities and the greater professional maturity of the promoted faculty member.
4. The four academic ranks should be considered as comprising two divisions: junior (instructor and assistant professor) and senior (associate professor and professor). This division is supported by the regulation that requires an assistant professor to qualify for tenure before being promoted to associate professor. The differences between the two divisions will be greater than the differences between the two ranks within a division.

[2] "Statement on Professional Ethics," *AAUP Bulletin*, Autumn, 1966.

[3] These descriptions were approved by the Committee on Faculty Status, February 28, 1974.

5. Regardless of specific professional achievements, such as publication of research or outstanding performance as a teacher, promotion to higher rank must take length of service into account. Accumulated experience through years of professional work is an indispensable and irreplaceable qualification for effective performance of those enlarged responsibilities that go with higher rank. Higher rank should not be awarded for some striking achievement if the faculty member has not also demonstrated, through his performance over a number of years, his capacity to perform well in several kinds of responsibility.
6. The most important quality to be looked for in any candidate for promotion, so far as promise of continued growth is concerned, is self-motivation. The candidate who does no more than what he is told to do and exercises no initiative is a poor risk for advancement, especially to senior rank.
7. Evaluation of faculty members should be concerned more with quality of performance than quantity. Thus, mere membership on a number of committees means little if the committees have done work of no consequence. Publication means little if what is published is trivial.

DEFINITIONS OF RANKS

Instructor: The instructor is either a beginner in the profession of college teaching or an experienced teacher whose academic background has prepared him only for the performance of certain limited instructional responsibilities.

Assistant Professor: The assistant professor is one who has successfully demonstrated his teaching ability and shows promise of continued professional progress but (a) has not yet had sufficiently wide and long experience to enable him to assume the larger responsibilities that go with senior rank, or (b) may not yet have the breadth of general knowledge and depth of specialized knowledge necessary for effective teaching at an advanced level.

Associate Professor: The associate professor is a teacher of proven competence who has matured with experience and is therefore able to perform effectively the several professional responsibilities that go with senior rank. He has breadth of general knowledge and depth in his field of specialization.

Professor: The professor has much the same qualifications as an associate but is distinguished by the degree of his possession of some of these qualifications. By any of several kinds of achievement, the professor has demonstrated to the satisfaction of his colleagues that he is worthy of assuming the highest professional responsibilities.

FUNCTIONS, RESPONSIBILITIES, AND PREROGATIVES OF THE SEVERAL RANKS

Instructor: The instructor, like all teachers, must first devote himself to the effective performance of his teaching duties, but if he is to grow into a mature professional capable of assuming larger responsibilities, he must participate to some degree in the extra-instructional work of his department and the College, such as advising students or serving on a committee. If he is engaged in graduate study, these latter duties should be light, but since he is a full-time faculty member he cannot expect reduced teaching loads simply to facilitate his graduate study. He should consult with his department chairman to determine what degree of extra-instructional work would be appropriate for him.

The instructor has a right to expect the assistance and advice of his colleagues in learning how to organize his courses, how to examine effectively, etc. Indeed, he has a duty to seek out advice and familiarize himself as quickly as possible with the College's character and life.

Assistant Professor: The assistant professor, having demonstrated his competence as a teacher, at least in elementary courses, has a responsibility to develop his capacities further by continued advanced study, if he does not yet have a doctorate, and by fuller participation in extra-instructional functions, such as college government. Whenever possible, he should be given some teaching responsibilities of a more advanced character than those he had as an instructor. He ought also to demonstrate the seriousness of his commitment to his profession by at least beginning an association with one or more professional organizations.

Associate Professor: The associate professor should be given more opportunities than the assistant professor for teaching advanced subjects, for developing new courses, or, where consistent with College policies and resources, for engaging in research. He will be expected to continue his development as a scholar. Though the College has no requirement that he publish or carry on research and though it would discourage such work when it interferes with the effective performance of his teaching duties, any such activities that he can productively engage in will be further evidence of his professional progress. He will be expected to assume a more active role than his junior colleagues in extra-instructional functions, such as college governance, and because of his greater experience and maturity he will be expected to demonstrate qualities of leadership and sound judgment in committee work, general faculty meetings, Faculty Council service, or other such activities.

Professor: The professor will particularly be looked to for exceptional scholarly achievement and/or constructive leadership in his department and in the College. His advanced rank does not entitle him to diminished labor, but his proven ability to work responsibly and creatively entitles him to some opportunities for the fuller and freer exercises of his special talents. These opportunities may include reduction in the number of elementary courses taught; the teaching of advanced courses or of new courses designed by himself; time off for research consistent with the instructional functions of his department; financial and other support for carrying on special projects, such as organizing scholarly conferences at the College, managing foreign travel and study programs.

POLICIES OF THE BOARD OF TRUSTEES

The Board of Trustees has adopted the following policies on Appointment, Promotion, and Tenure for all State Colleges: [4]

MINIMUM REQUIREMENTS FOR APPOINTMENT AND PROMOTION

A. Academic Dean
   1. A doctor's degree from an institution accredited at the doctoral level and in the academic or professional discipline to be taught.
   2. Eight years' experience, of which at least five must have been in higher education.

B. Professor
   1. A doctor's degree from an institution accredited at the doctoral level and in the academic or professional discipline to be taught.
   2. Eight years' experience, of which at least five must have been in higher education.

C. Associate Professor
   1. A doctor's degree from an institution accredited at the doctoral level and in the academic or professional discipline to be taught.
   2. Six years' experience, of which at least three must have been in higher education.

D. Assistant Professor
   1. A master's degree from an accredited institution in the academic or professional discipline to be taught, plus thirty additional graduate credits acceptable to the college.
   2. Three years' experience in teaching (two years if person possesses doctorate).

E. Instructor
   1. A master's degree from an accredited institution in the academic or professional discipline to be taught.
   2. Two years of appropriate professional experience are required of persons teaching courses in professional areas.

Teaching faculty members may be appointed initially at any rank in keeping with minimum requirements. Exceptions to these requirements may be made in certain specialized areas and under special circumstances with the approval of the Board of Trustees. Nothing in these requirements should be construed to prohibit the appointment or promotion of an individual of exceptional talent or accomplishment who does not meet all the stated criteria.

In reviewing recommendations for exceptional appointments or promotions the Board of Trustees shall give due consideration to evidence of the ability of the candidate to render a unique academic contribution to the College or evidence of a candidate's extraordinary competence in the area of his discipline or specialty, or evidence that the discipline or specialty of the candidate does not customarily demand fulfillment of those academic degree requirements set forth by the Board as minimum criteria for appointment or promotion to each rank.

[4] Board of Trustees Memorandum, Policy on Appointment, Promotion, and Tenure; February 26, 1973.

REQUIREMENTS FOR TENURE

The granting of tenure to a faculty member is the single most important type of decision made in an educational institution. Barring unforeseen circumstances, tenure obligates the institution to the employment of the faculty person for the balance of his professional life. It makes a major financial commitment to the individual, not only until retirement, but even beyond. It must be accomplished with the utmost of care, concern and searching evaluation by the administration of the institution.

1. Entitlement

No person holding the rank of Instructor shall gain tenure.

Any faculty member who serves the College for more than six consecutive academic years shall thereby gain tenure.

Any person promoted from within any institution in the State College system to the rank of Associate or full Professor shall thereby gain tenure without regard to the length of his service.

Persons initially employed as Associate or full Professors may be granted tenure on appointment. In the event of an initial non-tenure term appointment to either rank, the individual may not serve for more than three years without thereby gaining tenure.

Leaves of absence for non-tenured persons shall not interrupt service toward tenure, nor should they count toward tenure.

Librarians at ranges V, IV, and III shall be eligible for tenure.

No person serving in the capacity of a Visiting Professor shall gain tenure.

Once attained, tenure is transferable from one institution under the Board of Trustees of State Colleges to another.

Presidents, Deans, Department Chairmen and other administrators do not have tenure in their administrative positions although they may retain their tenure as faculty members.

2. Evaluation

When a person is being considered for a tenure appointment, whether by promotion from within or appointment from outside, a thorough evaluation of his achievement and potential should be made in each case by a special ad hoc committee including the president, the academic dean, the department head, a tenured member of the same department, and a tenured member of another department.

The evaluation of faculty members will include classroom effectiveness, professional activities, research and publication, contributions to the college community, advanced study, and leadership in community affairs.

APPOINTMENT PROCEDURES

1. Instructors will ordinarily be appointed to successive one-year terms with proper notice being given in the case of termination. No one will remain in the rank of Instructor more than five years. Prior to the beginning of his fifth year, an Instructor will be given written notice that:
   (a) he is to be promoted to the rank of Assistant Professor at the beginning of the next year, or
   (b) he is beginning a terminal one-year appointment.
2. Persons initially appointed above the rank of Instructor may be given initial appointments, without tenure, of one, two or three years. Such contracts may be renewed for one, two or three years. Those initially appointed as Assistant Professors may not be employed beyond six consecutive years without gaining tenure.

3. Persons initially appointed at the rank of Associate or full Professor may be appointed for an initial one, two or three year term without tenure, or may be appointed initially with tenure. No person initially so employed may serve more than three years without gaining tenure.
4. Persons appointed as Visiting Professors shall be employed for a specified period of time and shall not attain tenure.
5. Precise conditions of employment shall be stated in writing with a copy to be provided to the appointee.

TERMINATION OF APPOINTMENT

A. Non-tenure appointments
   1. Notice of intention to terminate non-tenure appointments must be given according to the following schedule:
      a. Termination after first year - notification by March 1 of the first year.
      b. Termination after second year - notification by December 15 of second year.
      c. Termination after three or more years - notification by September 1 of final year.
   2. At the time when notice is given to non-tenured faculty members that their contracts are not to be renewed, a statement shall be given to them setting forth the reasons for such non-renewal. Under no circumstances, however, shall either a notice of non-renewal of contract or a statement setting forth the reasons therefore be given to any non-tenured faculty member without prior approval of the Board of Trustees.

B. Removal of a Tenured Person

A tenured person, without regard for the means through which he attained tenure, shall not be removed from his position except for just cause and through due process. Removal of a tenured person shall be subject to the following procedures:

a) The person must be advised in writing at least ten days in advance of any hearing of the charges to be presented.

b) The charges must be presented at a hearing to a committee composed of tenured peers from the faculty and representatives from the College administration. The person may be represented by counsel.

c) The recommendation of this committee must be forwarded to the Board of Trustees with all necessary records.

d) On written request of the individual, the Board of Trustees will grant the individual a full hearing.

e) The individual will be given at least thirty days notice of the hearing with the Board of Trustees. He may be represented by counsel.

f) A transcript of the proceedings of all hearings will be made available to the individual upon written request.

AFFIRMATIVE ACTION POLICY[5]

The Board of Trustees of the Massachusetts State College System maintains and promotes a policy of non-discrimination designed to provide women and minority-group members equal employment opportunities on the basis of merit in a discrimination-free atmosphere. This policy applies to every aspect of employment: recruitment, hiring, evaluation, promotion,

[5] Abridged from the Board of Trustees Memorandum, November 14, 1974.

demotion, transfer, termination, compensation, sabbatical leave, fringe benefits, and grievance procedures. Policies which prohibit or limit the simultaneous employment of two members of the same family and which have an adverse effect upon one sex are in violation of this affirmative-action policy.

Any grievance raised by a faculty member on a claim of discrimination on the basis of race, color, sex, age, or national origin may be filed in accordance with the following procedures:

1. Within fourteen days from the date when the faculty member had or should have had knowledge of the event upon which the grievance is based, a written complaint with any supporting documents shall be filed with the administrative official designated by the President. If the complaint is not resolved to the satisfaction of the grievant, the official shall put his decision in writing within fifteen days of the filing of the grievance.

2. A Committee on Faculty Grievances shall be established by the President. Within ten days after the decision of the administrative officer, the grievant may file a request for a conference with this committee together with all the documents in the case. The committee shall report its findings in writing within ten days.

3. Within seventeen days of the filing of the complaint with the Committee on Faculty Grievances, the grievant may file with the President of the College a written request for a conference, together with all the documents in the case. Within seven days of the receipt of such a request the President shall confer with the grievant and he shall give a written decision within fourteen days of the receipt of the complaint.

4. Within seven days of the receipt of the President's decision, the grievant may file the documents in the case with the Provost of the Massachusetts State College System. The Provost shall give a written decision in the matter within thirty days of the receipt of the filing. That decision shall be carried out by the President within thirty days after its receipt.

POLICIES AND PROCEDURES AT BRIDGEWATER STATE COLLEGE

Procedures for the granting of tenure and for promotion have been developed at Bridgewater through the work of several committees, the Faculty Council, and the General Faculty, and have been approved by the President. [6]

To be eligible for consideration for tenure or for promotion faculty members must first meet the minimum requirements as set up by the Board of Trustees. Budgetary considerations and the number of positions available in various ranks enter into decisions on these matters as do the number of years in a given rank at Bridgewater State College. The range of years in a given rank will normally vary as follows:

Instructor: minimum of 2 years to maximum of 6 years

Assistant Professor: minimum of 3 years to maximum of 8 years

Associate Professor: minimum of 4 years to maximum of 10 years

COMMITTEE ON FACULTY STATUS

This joint teaching-administrative committee consists of the Academic Dean, the Dean of the Undergraduate School, the Dean of the Graduate School, the six Divisional Directors, and an instructional faculty representative elected from the tenured full professors of each of the six divisions by all the members of the instructional faculty. Until each division has at least two eligible candidates, the election is at large. Each instructional faculty member of the committee serves for a three-year term, two being elected each spring. The Academic Dean presides over all meetings of this committee.

This Committee concerns itself with the conditions of appointment, with promotions, and the granting of tenure and all matters pertaining thereto for all faculty members. It further serves as a board of review/appeal on all matters concerning faculty status. It makes recommendations to the President on all these matters. Its deliberations are confidential and its voting by secret ballot.

General Policy: This Committee will assume leadership in setting forth and periodically reviewing criteria for promotion and tenure, beyond the minimum requirements set by the Board of Trustees, to assist faculty members to know what is expected of them and to enable them to perform knowledgeably their roles in promotion and tenure recommendations at the departmental level.

Appointments: In October the Committee will review the materials in the initial promotion file of all faculty members newly appointed for that year. When appointments are made during the academic year, the Committee will review such materials within a month after the appointment is made.

Promotions and Tenure: The Committee will consider all cases involving promotion and ordinarily all those involving the granting of tenure and make recommendations to the President on each. With respect to tenure, it is understood that the President, in making his ultimate decision with regard to his recommendations to the Board of Trustees, is required by the Board to give major consideration to the recommendation of the Trustee-mandated Ad Hoc Committee on Tenure.

[6] See Faculty Council Minutes, February 28, 1969; April 29, 1967; General Faculty Minutes, May 6, 1969; May 24, 1971; May 22, 1972; March 12, 1974; Presidential document June 2, 1969, April 10, 1974.

As in all other recommendations that the President makes to the Board of Trustees, the President is expected to exercise his best judgment as to whether or not to recommend a given individual for tenure.

Review and Appeal: This Committee will serve as a board of review and appeal on all matters involving faculty status. Faculty members are encouraged to bring any such matters to the attention of the Committee for study, investigation, or appeal.

CONSIDERATION FOR PROMOTION IN RANK AND FOR GRANTING OF TENURE

a. Notification of eligibility:

Each year the Academic Dean will assemble a list of faculty members who are eligible for promotion and a list of faculty members who must be considered for tenure. The complete lists shall be submitted to all Department Chairmen in October. Each Department Chairman shall immediately notify, in writing, each member of his department who is on these lists.

b. Initiation of consideration for promotion:

Any faculty member eligible for promotion may prepare a resume of his qualifications and achievements in support of promotion and submit this within two weeks of the time of formal notification of eligibility to his Department Chairman.

Whenever possible, consideration for promotion will be made at the department level by the tenured members of the department who are of higher academic rank than the person being considered and who are not themselves eligible for promotion.

The Department Chairman shall be responsible for insuring formal participation by all those tenured members eligible to participate in promotion decisions; and he shall submit the report and recommendations of the departmental faculty, together with any supporting documents (including a candidate's resume if one has been submitted), and his own recommendation.

In those cases where no departmental faculty are eligible to participate in promotion decisions, the Department Chairman shall submit his recommendations for all eligible candidates within his department to the Committee on Faculty Status; and the candidate for promotion, if he so wishes, may submit his resume directly to the same committee.

c. Initiation of consideration for tenure:

Any faculty member may prepare a resume of his qualifications and achievements in support of tenure and submit this to his Department Chairman.

When promotion and tenure are simultaneously to be considered, the procedure for promotions will be followed.

When tenure is to be considered for an individual, but a consideration for promotion is not involved, the policies and procedures for reappointment without tenure, approved by the Faculty Council at the meeting of February 28, 1969, will be followed. All recommendations and materials concerning tenure decisions should be submitted by Divisional Directors to the Committee on Faculty Status, rather than to the Academic Dean and the President, as is done in reappointments without tenure.

d. Initial appointment with tenure:

In cases where a faculty member is to be appointed with tenure,

his qualifications are ordinarily to be reviewed by the Committee on Faculty Status prior to such employment.

COMMITTEE PROCEDURES

a. Meetings of the Committee on Faculty Status:

The President of the College shall inform the committee, before its first meeting, of the number of promotions in each rank which may be made that year.

Records should be kept of the recommendations of this committee, together with any significant considerations that might be of use to subsequent committees.

Recommendations of the Committee on Faculty Status will be forwarded to the President of the College.

Any candidate for promotion and/or tenure may present his resume directly to this committee and may request to appear before the committee.

b. Ad Hoc Committees

All cases involving tenure will be reviewed by these special committees (see Board of Trustees policy, p. 14) which will have the recommendations of the Committee on Faculty Status available to them.

c. Notification:

Each individual considered for promotion or tenure shall be notified of the final disposition of his case by the President as soon as practicable and before promotions are made public.

POLICIES AND PROCEDURES FOR REAPPOINTMENTS WITHOUT TENURE

1. Tenured members of each department, or no less than 3 tenured members of the department (or the division in cases of small departments) designated by their tenured colleagues, shall meet with the Chairman of the Department to review the work of each candidate for reappointment.
2. The candidate should be given the opportunity to appear at the first meeting of this committee; or before the tenured members of his department, to present whatever information he wishes.
3. Members of the designated committee, or tenured members of the whole department, shall indicate their decisions by secret ballot. The Chairman of the Department shall not vote.
4. In cases where tenured members of a department designate a committee, the recommendations of the committee shall be presented to all the tenured members who shall then vote by secret ballot. The report of the designated committee, the report of the meeting of all tenured members of the department, and the report of the Chairman of the Department, shall all be submitted to the Divisional Director, who shall pass them on, together with his report, to the Academic Dean and to the President.
5. A Student Departmental Advisory Committee will be established in each department. Its duty is to collect and report the opinions of students concerning non-tenured faculty members who are being considered for reappointment. The report and the forms on which it is based shall be submitted through the department chairman and the divisional director to the President and the Academic Dean.

6. Notices of reappointment without tenure shall be sent to all faculty members being so reappointed within the schedule adopted by the Board of Trustees for notice of termination of non-tenure appointment. These notices shall contain precise conditions of employment.

IMPLEMENTATION OF PROCEDURES FOR REAPPOINTMENT, GRANTING OF TENURE, AND PROMOTION

A. Schedule for consideration

Promotion: At the beginning of the fall semester each year, applications for promotions to be effective in the following academic year are considered by the departments and by the Committee on Faculty Status. Promotions are announced only after their approval by the Board of Trustees. Such Announcement usually comes during the summer. Promotions normally are effective on September 1.

Reappointment: Reappointment for non-tenured faculty is considered by the departments in the spring of each year, with care being taken to observe the necessary foresight for second and third year reappointments.

Tenure: Cases involving tenure with promotion are considered by the departments and by the Committee on Faculty Status in the fall and by the individual Ad Hoc Committees as soon as possible after the recommendations have been made by the Committee on Faculty Status.
Cases involving tenure without promotion are considered by the departments and by the Committee on Faculty Status in the spring and by the individual Ad Hoc Committees immediately thereafter.

B. Student opinion

Student opinion polls, utilizing procedures involving, and being the responsibility of, departmental committees of faculty and students, are conducted for each and every faculty member. Results of these polls are included in the respective faculty member's folder maintained in the office of the Academic Dean for the use of the Committee on Faculty Status, the Merit Evaluation Committees, and the Ad Hoc Tenure Committees.

C. Materials

The cumulative folder maintained in the office of the Academic Dean for the use of the Committee on Faculty Status, the Merit Evaluation Committees, and the Ad Hoc Tenure Committees shall contain:

A curriculum vitae
Statements from the faculty member requesting consideration for promotion/tenure with such supporting materials as he may wish to present
Statements from the departmental committees, the department chairman, and the divisional director
Reports from the official student opinion polls conducted within the department
Record of dates of appointment, promotion, and tenure
Cumulative record of merit actions (dates and number of increments)
Any other pertinent information the faculty member wishes to have included

This folder shall be available to the faculty member so he will know all the materials being used for evaluation.

FACULTY TEACHING LOAD

The normal teaching load for faculty members at Bridgewater State College is twelve semester hours of classroom teaching. One day of supervising senior student teachers (six to seven per quarter or twelve to

fourteen per semester) per week is considered to be the equivalent of one three-semester-hour course.

Effective May 1, 1974, full-time faculty members within the State College System may apply for reduction of their teaching duties in order to undertake an approved project of scholarly merit, of research, of independent study, or of service to the campus or the community, provided such undertakings are related to the teaching mission of the college, the learning needs of the students and the professional development of the faculty.

Application and Approval of Reduction in Faculty Workload:

1. Any full-time faculty member is eligible to make application.
2. Not more than a six-hour reduction in teaching load for this purpose shall be permitted for any individual faculty member.
3. Faculty members wishing to request a teaching load reduction shall do so in writing to their Department Chairman with a copy to the Divisional Director and to the Academic Dean setting forth in detail the purpose of his or her undertakings.
4. Although reduction in teaching load may not be used routinely under this procedure for study or research toward an advanced degree, a reduction in load for such purpose may be authorized by special arrangement with the Academic Dean and the Department Chairman, especially when such study or research could be expected to result in improved teaching performance and/or may result in the completion of an advanced degree.
5. Projects approved for one semester do not enjoy an automatic favorable application position in a subsequent semester.
6. Applications for reduced load for fall semester must be received no later than March 1; for the spring semester, no later than November 1.
7. Requests shall be reviewed by the Department Chairman, and by a departmental faculty committee. Each department shall establish its own guidelines and priorities, except that voting shall be by secret ballot. Recommendations for reduction in load shall be submitted by the Department Chairman through the Divisional Director to the Academic Dean.
8. The Department Chairman shall certify in writing that the reduction in load can be absorbed by the department without the need for additional staff.
9. The final decision on the approval of any requests shall be made by the President of the College.
10. At the end of the semester, the faculty member shall make a written report of his accomplishment to the department, with copies to the Department Chairman, Divisional Director and the Academic Dean. [7]

ACADEMIC YEAR

The Board of Trustees has defined the faculty working year as constituting the ten-month period beginning on September 1 and ending on June 30. All professional appointments to the libraries are on a 12-month basis.

OUTSIDE EMPLOYMENT

In accordance with the best accreditation practice, no instructor may teach more than one course per semester in the Graduate School or the Division of Continuing Education or in any other college. This regulation makes the assumption that faculty members are already carrying full loads and are

[7] Faculty Council Minutes, April 8, 1974.

receiving additional compensation for this extra teaching.

It is the policy of the Board of Trustees that no instructor may teach more than two courses during the summer. This means a total of two courses for the period whether there is one summer session or several at the College.

SABBATICAL LEAVE

Sabbatical leaves are an important means of enhancing a faculty member's teaching effectiveness, thereby strengthening the academic program of the College as a whole. They should provide an opportunity for professional growth and intellectual development through study, research, writing, and travel. Faculty members are encouraged to avail themselves of such leave whenever it can be arranged both for their own benefit and for that of Bridgewater State College.

To ensure the maximum benefits of sabbatical leave for a faculty member during that time he is considered of cially separated from all college duties: committee membership as well as teaching and administrative functions. If he holds an elective office, except for a seat on the Faculty Council, for a term which overlaps the period of his sabbatical leave, he will, as early as possible, either relinquish the office or request from the elected committee a leave of absence for that period. If he holds a seat on the Faculty Council for a term which overlaps the period of his sabbatical leave, he will, as early as possible, relinquish that seat with the termination to take effect on the first day of the semester of his leave. [8]

See also Vacancies in Elected Positions; Vacancies on Appointed Committees, p. 7.

Sabbatical leaves are authorized by Chapter 73, Section 4A, of the General Laws of Massachusetts:

> A teacher in a State College who has served as such in the State Colleges for at least seven years after entering service, or, if a leave of absence has previously been granted hereunder, after the termination of last such leave may, upon written recommendation of the President of the College wherein he is employed, be granted by the Director of the Division of State Colleges as a leave of absence, for study and research, for a period of one year at half pay or for a period of a half year at full pay for such period; provided that prior to the granting of such leave said teacher shall enter into a written agreement with the Board of Trustees that upon the termination of such leave he will return to the State College and serve as a teacher in the same or another State College for a period equal to twice the length of such leave and that, in default of completing such service, he will refund to the Commonwealth, unless excused therefrom by the Board of Trustees for reasons satisfactory to it, an amount equal to such proportion of the salary received by him while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered.

At Bridgewater, as at other Massachusetts State Colleges, no money is provided by budget for replacing the services of those granted sabbatical leave; consequently, when such a leave is granted, the responsibility for carrying the academic and committee work of the recipient falls on his colleagues.

An applicant for a sabbatical leave must have completed seven years as a full-time member of the Bridgewater faculty since his appointment or since his return from a previous leave before the sabbatical will be granted.

A sabbatical leave may be requested for any reason that is likely to promote more effective teaching or scholarship, the benefits of which would accrue to the College. In an obviously competitive environment, a sabbatical leave will be granted at any given time only to the person or persons whose reasons for desiring a leave are wholly consistent with the statement cited

[8] Faculty Council Minutes, September 10, 1973; March 25, 1974.

above, and whose teaching and committee responsibilities can be adequately borne by existing faculty, funds, and resources.

When an individual faculty member has met the fundamental requirements, he submits his proposal for study and research in writing to his department chairman by December 1st of the year prior to the academic year when the leave is to go into effect. At that point, it shall be the responsibility of the department chairman to follow the steps listed below:

1. Talk with the applicant about the feasibility of the request at that particular time in order to clarify any questionable point, or to reconcile any departmental problems that might develop as a result of the leave.
2. Consult members of his department individually or collectively to help reconcile any internal problems such a request might trigger.
3. Discuss the entire matter jointly with the Divisional Director, the Dean of Undergraduate Studies, the Academic Dean, and the President, so that a consensus may be reached.

Approval for the sabbatical leave will be granted, in consensus, with full knowledge on the part of all parties of the likely ramifications in all areas. The President will then submit to the Board of Trustees his request for sabbatical leave for the individual or individuals whose request is supported by the institution.

LEAVES OF ABSENCE WITHOUT PAY

Applications for leaves of absence without pay will ordinarily follow the same procedures as those for sabbatical leaves. Because a leave of absence without pay for non-tenured faculty seems to carry a moral responsibility to reappoint such a non-tenured faculty member upon the completion of such leave, no leaves of absence without pay will be given to non-tenured faculty during the current period of austerity which entails a shortage of faculty and other professional positions. [9]

MATERNITY LEAVE

Maternity leave shall be accorded to a full-time female employee who has been employed at least three consecutive months, has given at least two weeks notice prior to her anticipated date of departure, and has given notice of her intention to return. Such maternity leave shall not exceed eight weeks and is to be without pay except that accrued sick leave credits may be utilized under the terms and conditions specified in the Bureau of Personnel and Standardizations Sick Leave Rules and Regulations. [10]

[9] Presidential document, March 6, 1972.

[10] Board of Trustees Document, Affirmative Action Policy, November 14, 1974, p. 11.

FACULTY BENEFITS AND FINANCIAL INFORMATION

GROUP INSURANCE PLANS

The Basic Plan (hospital, medical, surgical coverage plus accidental death and dismemberment insurance)

All faculty are eligible to participate in the Commonwealth of Massachusetts plan of health insurance. This plan, which includes a major medical provision, will substantially defray any hospital, medical, and surgical expenses incurred by a faculty member and dependents. It includes $2000 life-accidental-death-and-dismemberment insurance. The cost is shared by the faculty member and the Commonwealth (¼ and ¾ of the cost, respectively). A booklet describing the plan is available from the Payroll-Personnel Office. A certificate of coverage with an identification number is issued to each participating member.

$2000 Life-Accidental Death and Dismemberment Insurance

All faculty are eligible for this insurance if they do not want or need the hospital-medical-surgical coverage described above. The cost is shared by the faculty member and the Commonwealth (¼ and ¾ of the cost, respectively). A certificate is issued to each participating member.

Additional Life Insurance

All faculty are eligible for additional life insurance if they have elected to participate in either the Basic Plan or the $2000 Life Insurance described above. The amount of additional insurance depends upon the faculty member's salary and the cost is determined by his age and salary. The entire cost is borne by the faculty member. A certificate is issued to each participating member. A booklet describing this additional insurance is available from the Payroll Office.

All of the plans are voluntary. With some exceptions a faculty member is eligible for coverage approximately sixty days after his employment begins. Each of the plans is administered by the Massachusetts Group Insurance Commission in accordance with Section 3, Chapter 42-A of the General Laws as amended.

DISABILITY INSURANCE

Faculty of Bridgewater State College may elect to participate in a group disability insurance plan with the Teachers Insurance and Annuity Association. Over seventy-five per cent of the faculty now participate in this plan. The plan is designed to protect faculty against long-term disabilities. The benefits provided are:

1. A monthly income benefit which, including any income benefits payable from Social Security, Workmen's Compensation, and any disability benefits payable under any insurance or retirement plan for which contributions or payroll deductions are made by the College, is equal to 60% of the *covered monthly salary* up to $1,500 plus 40% of the *covered monthly salary* in excess of $1,500 as of the date the disability began, but not to exceed $1,500 monthly. In no event will the TIAA monthly income benefit be less than $50, even though this amount may bring the total disability income to more than 60% of the salary.
2. A monthly waiver benefit is equal to 15% of the *covered monthly salary* as of the date the disability began. This waiver benefit is credited as monthly premiums to your TIAA-CREF annuities or, if none exist, to a newly-issued TIAA contract and/or CREF certificate, subject to the receipt of a satisfactorily completed annuity application.

Faculty may enroll in this plan once a year during the month of September. Payroll deductions are made monthly by the Payroll-Personnel Office.

RETIREMENT SYSTEM

All full-time faculty under the age of 65 automatically become members of the Massachusetts State Employees' Retirement System, which is partially financed by a payroll deduction of 5% of the regular base salary (beginning September 1, 1975, 7% of the basic salary for all new employees), the balance contributed to other public retirement plans may buy into the Massachusetts system, thereby increasing their number of years of creditable service. This works out to the individual's advantage in most cases and may be of critical importance toward qualifying for disability benefits in some instances. The amount of time that can be bought may equal the number of years one has been a member of the Massachusetts system up to a maximum of 10 years.

The plan provides for three classes of benefits: retirement, disability, and death.

A. Retirement: An employee may retire after 20 years of service at any age or after age 55 with 10 years of service. If one leaves state service before meeting the minimum requirements, contributions are refunded with interest. The basic annual benefit (Option A) is the product of three factors:

   1. The average of the highest 3 years salary, multiplied by
   2. The number of years of creditable service, multiplied by
   3. The age factor. This depends on the age at which one chooses to have benefits begin, which may be later than the age one leaves state service. The minimum factor is .001 at age 41 and increases by .001 per year to a maximum of .025 at age 65.

In the event of death soon after retirement, the election of Option B insures that benefits will continue until all of the insured's contributions to the system have been paid out to the beneficiary; Option C provides for the continuation of benefits for the life of the designated beneficiary. Both Options B and C reduce the amount of the basic monthly benefit; under Option C this reduction depends upon the age of the beneficiary as well as the age of the insured and may be quite large.

B. Disability Benefits: The retirement plan provides for the payment of benefits if the insured becomes permanently and totally disabled.

   Job-related Disability - If the disability results from on-the-job activity, the benefits include a pension of 72% of the current salary, plus an annuity based on the individual's contributions to the retirement system, plus $312.00 per year for each child under age 18.

   Non-job-related Disability - If the disability is not job related, one must meet one of the following conditions to receive benefits:

   1. If over age 55, regular retirement provisions apply.
   2. If under age 55, one must have 15 years of creditable service to receive any benefits except in the case of veterans. Benefits are computed in the same way as for ordinary retirement except that an age factor of .015 is used.
   3. Veterans with at least 10 years of creditable service are eligible to receive a disability pension equal to 50% of their base salary plus an annuity based on their contributions to the retirement system.

C. Death Benefits: If the cause of death is service-connected, the beneficiary receives an allowance of ⅔ of the base salary plus $312.00 per year for each child under age 18. If the cause of death is non-service-connected, the death benefit is computed in the same manner as in ordinary retirement except that an age factor of .015 is used if the deceased is under the age of 55.

   Whether the death is service connected or not, the minimum death

benefit for a spouse is $100.00 per month plus $50.00 for the first and $35.00 for each additional child under the age of 18.

Since the laws and regulations of the Retirement System are complicated and subject to change, individuals are urged to obtain full information and to study all provisions of the plan carefully. A booklet on the State Retirement System is sold by the Mariner Press, Arlington, Massachusetts. Copies are available in the Maxwell Library and in the Payroll-Personnel Office. For additional information contact the State Retirement Board (Mr. James W. Callanan, Executive Secretary, 73 Tremont Street, Boston, Massachusetts 01208).

SICK LEAVE

Sick leave accrues at the rate of one day for each month employed (ten days annually) and may be accumulated over the years without limit. Sick leave may be granted for sickness, injury, or exposure to contagious diseases. For illness in the immediate household, a seven-day limit of sick leave is allowable in a given fiscal year.

Detailed rules and regulations may be found in the *Red Book* manual published by the Division of Personnel and Standardization (revised October 1, 1973). The manual is available in the Payroll-Personnel Office in Boyden Hall.

ABSENCES

When a faculty member is absent from classes, he should inform the Business Office as soon as possible. The telephone operator is on duty at 7:30 o'clock each morning so that notice of dismissal of classes may be posted for the absence of any day. In addition, he should inform the chairman of his department who must make a report to the Payroll-Personnel Office on Monday of each week.

ACCIDENTS

Accidents in the building or on official duty, whether incapacitating or not, should be reported to the College Payroll-Personnel Office at once. All state employees are protected by industrial accident laws and retirement disability laws.

In case of injury or illness of students, the College nurse should be notified immediately. Faculty members are reminded that the basic principle of first aid is simply to make the patient comfortable until medical aid arrives. State laws prohibit administering of medicine to students by anyone except competent medical personnel.

TRAVEL REGULATIONS

Rules and regulations governing travel by persons employed by the Commonwealth of Massachusetts are set forth in detail in the publication entitled *Rules and Regulations Governing Vacation Leave, Sick Leave, Travel Overtime, Military Leave, Court Leave, Other Leave, Charges to State Personnel, Accident Prevention,* as authorized by Section 28, Chapter 7, of the General Laws.

Limited funds are available which allow a small allocation each year for each member of the professional staff of the College to provide partial reimbursement of travel expenses incurred in attendance at professional conferences. A faculty member may relinquish all or part of his share during an academic year to a colleague within the department but the total amount which may be used by any faculty member for travel to professional meetings during a given academic year shall not exceed $50.00.

Faculty members must fill out forms, available at the Office of the Academic Dean, requesting approval for the travel and present them to their

department chairmen at least two weeks before the travel is to take place. These forms must be forwarded by the department chairmen to the Academic Dean who must approve the travel request. After the trip, forms for reimbursement, also available at the Business Office, must be completed. The travel expense voucher must report the full amount of the expenses of the trip regardless of the amount to be reimbursed. Original receipted bills for hotels, transportation fares, etc. must accompany the voucher. When use of a person's private car is necessary and has been authorized by the head of the department, the approved mileage rate will be allowed. This approved rate covers all charges, including garage, parking, and toll charges. Therefore such charges are not allowable in addition to the mileage rate.

SALARIES

The Faculty pay scale in effect July 8, 1974:

Instructor	$ 9,110.40 - 14,526.20
Assistant Professor	$10,888.80 - 18,197.40
Associate Professor	$13,114.40 - 22,874.80
Professor	$15,943.20 - 28,441.40

Salaries of each faculty member must conform to the salary schedule used generally in the state government. The schedule effective December 30, 1973, showing weekly and annual salary rates, is as follows:

GP	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	INC.
01	107.15	110.60	114.05	117.50	120.95	124.40	127.85	3.45
01	5571.80	5751.20	5930.60	6110.00	6289.40	6468.80	6648.20	179.40
02	110.25	113.70	117.15	120.60	124.05	127.50	130.95	3.45
02	5733.00	5912.40	6091.80	6271.20	6450.60	6630.00	6809.40	179.40
03	113.80	117.70	121.60	125.50	129.40	133.30	137.20	3.90
03	5917.60	6120.40	6323.20	6526.00	6728.80	6931.60	7134.40	202.80
04	118.35	122.25	126.15	130.05	133.95	137.85	141.75	3.90
04	6154.20	6357.00	6559.80	6762.60	6965.40	7168.20	7371.00	202.80
05	121.90	126.15	130.40	134.65	138.90	143.15	147.40	4.25
05	6338.80	6559.80	6780.80	7001.80	7222.80	7443.80	7664.80	221.00
06	128.05	132.30	136.55	140.80	145.05	149.30	153.55	4.25
06	6658.60	6879.60	7100.60	7321.60	7542.60	7763.60	7984.60	221.00
07	133.40	138.05	142.70	147.35	152.00	156.65	161.30	4.65
07	6936.80	7178.60	7420.40	7662.20	7904.00	8145.80	8387.60	241.80
08	138.45	143.50	148.55	153.60	158.65	163.70	168.75	5.05
08	7199.40	7462.00	7724.60	7987.20	8249.80	8512.40	8775.00	262.60
09	146.50	151.90	157.30	162.70	168.10	173.50	178.90	5.40
09	7618.00	7898.80	8179.60	8460.40	8741.20	9022.00	9302.80	280.80
10	154.65	160.40	166.15	171.90	177.65	183.40	189.15	5.75
10	8041.80	8340.80	8639.80	8938.80	9237.80	9536.80	9835.80	299.00
11	162.70	168.95	175.20	181.45	187.70	193.95	200.20	6.25
11	8460.40	8785.40	9110.40	9435.40	9760.40	10085.40	10410.40	325.00
12	172.45	179.00	185.55	192.10	198.65	205.20	211.75	6.55
12	8967.40	9308.00	9648.60	9989.20	10329.80	10670.40	11011.00	340.60
13	185.05	191.95	198.85	205.75	212.65	219.55	226.45	6.90
13	9622.60	9981.40	10340.20	10699.00	11057.80	11416.60	11775.40	358.80
14	196.70	204.80	212.90	221.00	229.10	237.20	245.30	8.10
14	10228.40	10649.60	11070.80	11492.00	11913.20	12334.40	12755.60	421.20
15	209.40	218.25	227.10	235.95	244.80	253.65	262.50	8.85
15	10888.80	11349.00	11809.20	12269.40	12729.60	13189.80	13650.00	460.20
16	222.50	232.40	242.30	252.20	262.10	272.00	281.90	9.90
16	11570.00	12084.80	12599.60	13114.40	13629.20	14144.00	14658.80	514.80

GP	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	INC.
17	237.95	248.30	258.65	269.00	279.35	289.70	300.05	10.35
17	12373.40	12911.60	13449.80	13988.00	14526.20	15064.40	15602.60	538.20
18	250.95	262.15	273.35	284.55	295.75	306.95	318.15	11.20
18	13049.40	13631.80	14214.20	14796.60	15379.00	15961.40	16543.80	582.40
19	265.65	277.70	289.75	301.80	313.85	325.90	337.95	12.05
19	13813.80	14440.40	15067.00	15693.60	16320.20	16946.80	17573.40	626.60
20	281.70	294.15	306.60	319.05	331.50	343.95	356.40	12.45
20	14648.40	15295.80	15943.20	16590.60	17238.00	17885.40	18532.80	647.40
21	296.35	309.75	323.15	336.55	349.95	363.35	376.75	13.40
21	15410.20	16107.00	16803.80	17500.60	18197.40	18894.20	19591.00	696.80
22	312.75	327.05	341.35	355.65	369.95	384.25	398.55	14.30
22	16263.00	17006.60	17750.20	18493.80	19237.40	19981.00	20724.60	743.60
23	330.45	345.15	359.85	374.55	389.25	403.95	418.65	14.70
23	17183.40	17947.80	18712.20	19476.60	20241.00	21005.40	21769.80	764.40
24	346.90	362.40	377.90	393.40	408.90	424.40	439.90	15.50
24	18038.80	18844.80	19650.80	20456.80	21262.80	22068.80	22874.80	806.00
25	363.35	379.75	396.15	412.55	428.95	445.35	461.75	16.40
25	18894.20	19747.00	20599.80	21452.60	22305.40	23158.20	24011.00	852.80
26	378.00	395.20	412.40	429.60	446.80	464.00	481.20	17.20
26	19656.00	20550.40	21444.80	22339.20	23233.60	24128.00	25022.40	894.40
27	395.70	413.45	431.20	448.95	466.70	484.45	502.20	17.75
27	20576.40	21499.40	22422.40	23345.40	24268.40	25191.40	26114.40	923.00
28	417.30	436.80	449.40	468.00	486.60	505.20	523.80	18.60
28	21434.40	22401.60	23368.80	24336.00	25303.20	26270.40	27237.60	967.20
29	430.25	449.70	469.15	488.60	508.05	527.50	546.95	19.45
29	22373.00	23384.40	24395.80	25407.20	26418.60	27430.00	28441.40	1011.40
30	450.10	470.40	490.70	511.00	531.30	551.60	571.90	20.30
30	23405.20	24460.80	25516.40	26572.00	27627.60	28683.20	29738.80	1055.60
31	468.25	489.45	510.65	531.85	553.05	574.25	595.45	21.20
31	24349.00	25451.40	26553.80	27656.20	28758.60	29861.00	30963.40	1102.40
32	488.15	510.20	532.25	554.30	576.35	598.40	620.45	22.05
32	25383.80	26530.40	27677.00	28823.60	29970.20	31116.80	32263.40	1146.60
33	508.00	530.90	553.80	576.70	599.60	622.50	645.40	22.90
33	26416.00	27606.80	28797.60	29988.40	31179.20	32370.00	33560.80	1190.80

MERIT SYSTEM

The Board of Trustees has established the policy of merit raises for all of the State Colleges. The system does not provide for automatic annual increments and it operates only when the General Court appropriates funds for the purpose. The implementation of annual merit evaluations at Bridgewater State College has been based on a report presented by a Faculty committee in 1965 with some modifications passed by the General Faculty in 1968. In May 1970 the General Faculty passed several motions which changed the organization of the Merit Committee. The main features of the procedure thus modified are summarized here:

Merit Committee: A Merit Evaluation Committee for the evaluation of the instructional faculty is composed of six members, one from each division, elected from and by the instructional faculty and six members elected from and by the administrative faculty. The President and

the Academic Dean are ex-officio non-voting members.

The chairman of the Committee is elected by the members.

Members are elected for a term of three years with two new members from the instructional faculty and two new members from the administrative faculty elected each year after the first year. No member elected for a full term may be re-elected until after a lapse of one year.

Eligibility for membership on this committee is the same for membership on the Faculty Council.

Eligibility for Merit:

All instructional faculty members except those who are in their first year at Bridgewater State College are eligible. The Dean of Administration submits to the Committee an accurate list of those who are eligible for merit consideration in a given year. All Faculty members so listed must be considered for merit increases.

Evaluation:

The folder for each eligible instructional faculty member, which is maintained in the Office of the Academic Dean for such evaluative purposes, is considered by the Merit Committee. This folder is available to the faculty member so he may know the materials the Committee is using and add to them if he so wishes.

The Committee prepares a merit list of the instructional faculty in relative numerical order. This list is then submitted to the President.

Recommendation for Merit Increases:

From the funds available and from the final merit list, the President of the College determines the percentage of faculty members to be recommended to the Board of Trustees for salary increases and the amount of such increases.

Non-recommendation for Merit:

Should any individual who was considered meritorious by the Merit Committee be placed below the merit cut-off point by the process for two consecutive years, he shall be awarded a merit increase the following year, provided he is again considered meritorious by the Committee.

Reporting:

A report of the final decisions on merit increases is made to the Merit Committee by the President.

A report is made to the General Faculty by the Merit Committee, providing statistical data concerning the number considered for merit increases and the number awarded one and two-step increases, describing the procedure of evaluation, and listing suggestions (if there be any) for improvement of the system.

Each faculty member is notified, as soon as practicable, whether or not a merit increase has been granted with a specific statement giving the monetary amount of the increase and the category of the award (e.g. one-half one, one plus, or two increments.)

ACADEMIC PROCEDURES

CLASS ADMISSION AND CLASS LISTS

Students should be admitted to classes only as authorized by the Registrar. Class lists are prepared by the Office of the Registrar and are submitted to the faculty member for verification.

During the first three weeks of a semester or the first eight class days of a quarter, students may drop or add courses and no grade will be recorded. Drop-Add forms must be completed and returned to the Office of the Registrar during that period. In cases where a student does not follow these procedures a grade of "E" will be entered on his record for the course.

WITHDRAWAL FROM COURSES

If, for some serious reason, a student wishes to withdraw from courses after the Drop-Add period, written permission must be secured from the Dean of Undergraduate Studies. Under no circumstances will permission to withdraw from a course be granted after the twelfth week of classes.

GRADING SYSTEM

The college uses the traditional letter grade system of marking to indicate the student's relative performance:

A - Superior
B - Good
C - Satisfactory
D - Poor
E - Failure
W - Withdrawn

In computing averages, grades are assigned the following numerical values: A-4; B-3; C-2; D-1; E-0. Promotional averages are annually cumulative: for freshmen to advance to sophomore status, an average of 1.5 is required; to advance to junior status, an average of 1.75; to advance to senior status and to be eligible for graduation, a cumulative average of 2.0 is required.

An incomplete shall be given only when a student has missed the final examination for good reason or has not completed a major assignment which can be finished within a short time. Incompletes must be made up no later than the fourth week of the regular academic semester following that in which the Incomplete was recorded. A grade of "E" will automatically be entered on the transcript of any student who fails to meet this requirement.

QUARTERLY WARNINGS

Quarterly warning notices are issued to freshmen and sophomores who have "D" or "E" averages in the middle of each semester.

ACADEMIC PROBATION

Students are placed on academic probation at the end of the semester if they fail to maintain the minimum quality point average required. Any student whose QPA falls below the minimum or who is placed on probation for two successive semesters will normally be separated from the College.

Any student separated from the College may appeal that decision through the Academic Standing Committee.

The required averages are as follows:

Semester Hours	Probation QPA	Separation below this QPA
0 - 15	1.30 - 1.59	1.30
16 - 30	1.50 - 1.74	1.50
31 - 45	1.75 - 1.89	1.75
46 - 60	1.75 - 1.99	1.75
61 - 75	1.80 - 1.99	1.80
76 - 90	1.90 - 1.99	1.90
91 - 105	1.95 - 1.99	1.95
above 105	Must maintain 2.00 or better	

Transfer students are allowed a first semester minimum QPA of 1.50. Thereafter, the standards cited above (which must include transfer credits) will apply.

FINAL EXAMINATION POLICY [1]

An official final examination period is provided at the end of each semester. The schedule is prepared by the Registrar and is available not later than the first month of the semester.

1. It is left to the individual instructor to decide whether he will give a final examination. Instructors will report courses in which they are not giving examinations to their department chairmen who in turn will notify the Academic Dean.
2. It is left to the individual instructor to decide whether he will exempt a student from an examination.
3. Final examinations will be given during the period set aside for them. Out of consideration for other faculty and students, the last week of classes will not be used for major tests or examinations.

REPORTING OF GRADES

Grades are to be submitted to the Registrar's Office as far as possible within 72 hours after the time scheduled for the final examination in each course. At the end of each semester a final date for the submission of grades will be set by the Academic Dean to cover cases in which the 72-hour limit cannot be met.

Lists for the submission of grades are distributed by the Registrar's Office. Copies of the grade lists as they have been recorded are submitted to instructors early in the following term for checking.

ATTENDANCE POLICY

Class attendance is presumed to be an important part of the educational process in most courses. At the beginning of each course, the faculty member should explain to the students his policy on attendance, particularly what he considers excessive absence. Having this information, students are expected to use judgment and discretion about attending the class. First-semester freshmen and students on probation are allowed no unexcused absences.

Faculty members should keep accurate attendance records for all students since these are needed for legal and advisory purposes. When a faculty member considers a student's absences excessive, the case should be reported to the Division of Student Services which will investigate the cause of the absences and report the findings to the faculty member. If the student is on probation, the report will also be presented to the Academic Dean and the Academic Standing Committee.

[1] See General Faculty Minutes, November 17, 1970; Presidential Letter in Faculty Council minutes, May 8, 1972; Faculty Council minutes, December 10, 1973.

Policies on make-up tests and quizzes during the semester are set by each department. The privilege of making up a final examination will be granted only when the cause has been the serious illness of a student or a member of his immediate family. All such excuses must be documented and submitted to the Division of Student Services or the Academic Dean for approval.

If a faculty member does not appear for a scheduled class, students are expected to wait ten minutes, sign an attendance list, and designate a member of the class to submit this list to the Chairman of the department concerned. [2]

PROCEDURES FOR DEALING WITH PLAGIARISM AND CHEATING

Academic honesty is expected of all students. Plagiarism and cheating are not condoned and are subject to severe academic penalty, which may be failure for the course in which the violation took place. A record of the violation is kept and repeated offenses may result in suspension or dismissal from the College.

The procedure for implementing an academic penalty for plagiarism or cheating is as follows:

I. The instructor informs the student of the violation and the proposed penalty, and advises him of his right to appeal if he believes the charge to be unjustified.

II. If the student wishes to appeal the charge,
   a. Within one week following notification by the instructor, the student informs the instructor that he wishes to appeal.
   b. The instructor notifies the Academic Dean in writing of the incident, the proposed penalty, and the student's desire to appeal.
   c. The Academic Dean asks the Academic Standing Committee to investigate the case. The investigation must include interviews with the student and with the faculty member involved.
   d. The Academic Standing Committee reports to the Academic Dean whether or not it believes the charge of academic dishonesty to be justified. The Academic Dean then makes the final determination and reports it, in writing, to the instructor and the student involved.
   e. If the charge of academic dishonesty has been sustained, the instructor's penalty is imposed. If the charge is dismissed, no penalty is imposed and no record of the incident is kept in the student's file.

III. If the student does not appeal,
   a. The instructor imposes the penalty and notifies the Academic Dean in writing of the incident and the penalty.
   b. The Academic Dean apprises the student that he has received notification of the offense and penalty and that both are being kept on record in the Academic Dean's office.

IV. Any record of offense will be destroyed when a student graduates from the College or after a reasonable length of time if the student withdraws from the College.

[2] Faculty Council Minutes, March 18, 1974.

GENERAL INFORMATION

FACULTY BULLETIN

A bulletin is published each week by the Academic Dean to serve as a regular means of communication and a permanent record of official notices. Inclusion of an item in the *Bulletin* by an administrative officer makes that information official.

The *Bulletin* includes a calendar of meetings as well as notices from administrative officers and faculty members. It is distributed to all members of the Faculty.

OTHER PUBLICATIONS

Information on academic programs and requirements is found in the College Catalog. A Student Handbook and a Dormitory Handbook are published at the beginning of each academic year. The Alumni Association publishes *Alumni News* several times a year.

BUSINESS OFFICE

This office is located on the first floor of Boyden Hall and is open from 8 A.M. to 5 P.M. Monday through Friday. It processes all purchase orders and requests for reimbursement of authorized travel expenses. The Business Office is the only office responsible for the payment of college related invoices.

PAYROLL-PERSONNEL OFFICE

This office is located on the first floor of Boyden Hall and is open from 8 A.M. to 5 P.M. Monday through Friday. Matters pertaining to salary, payroll deductions, and sick leave are handled by this office. Faculty members' paychecks are picked up here. Checks are usually available on the Thursday preceding the last Saturday in each month. Arrangements to be paid more frequently may be made.

LOCATING FACULTY AND STUDENTS

Copies of faculty teaching programs are kept in the Office of the Registrar. A list of faculty home addresses and telephone numbers is distributed to all members of the faculty in the first semester of each academic year.

Student course programs may be consulted in the Office of the Registrar or in the Office of Student Services.

MAIL INFORMATION

The Campus Mail Office is located on the ground floor of the Maxwell Library. Individual faculty mailboxes are located in or near the offices of the Divisions of the College.

Mail is delivered and collected at all administrative and academic offices twice a day.

Any large or special mailings must be cleared through the Business Office before being sent to the Campus Mail Office for processing.

On-campus mail: Mail for individual faculty members and staff must be addressed to the specific office or department. Flyers for general distribution to some or all of the faculty and staff must be grouped by academic department or office.

Mail addressed to students should include residence hall and box number or off-campus address.

Off-campus mail: Outgoing parcels, including those returning materials sent for examination, should be wrapped and sealed with tape and/or heavy twine. Materials for such packaging are NOT available at the Campus Mail Office but may be obtained from the Maintenance Office. Parcels that are

not brought to the Campus Mail Office in person require an attached note with specific shipping instructions, i.e., amount of insurance, need for special handling or special delivery, use of Railway Express, etc.

MAINTENANCE AND JANITORIAL SERVICES

Requests for cleaning of classrooms and blackboards, replacement of light bulbs, adjustment of temperature controls, etc. should be directed to the Superintendent of Buildings and Grounds. His office also handles the delivery of parcel post and the storage and distribution of office supplies.

TELEPHONE

To reach any number on campus, dial the three digits involved.

For local calls (Bridgewater, East Bridgewater, West Bridgewater, Brockton, Middleboro, and Taunton), dial 9 and wait for the dial tone of an outside line.

Long distance calls must be approved by the department head and are recorded at the switchboard. Out-of-state calls must be approved by the Business Office.

LOST AND FOUND

A lost and found service is maintained by the Division of Student Services in Boyden Hall. Any articles found should be turned in there and inquiries concerning lost articles should be made there or at the telephone switchboard in the rotunda of Boyden Hall.

CAFETERIA SERVICE

Faculty members are welcome in each of the five dining rooms on campus: Tillinghast and Great Hill Dormitory dining halls; Student Union cafeteria; Student Union snack bar; and the Student Union formal dining room. There is a minimum charge in the Student Union formal dining room.

PARKING

Certain parking areas on campus have been assigned to faculty, staff, and alumni. Decals authorizing parking in these areas are distributed at the beginning of each academic year. Traffic regulations, set by the Traffic Control Committee, are also available at that time. These regulations are enforced with a "no-fix" ticket system.

TRANSPORTATION FACILITIES

The Almeida Bus Line provides daily service between Bridgewater and Boston (Trailways Station, Park Square) and between Bridgewater and New Bedford. The bus stops are a block or two from the campus. Tickets can be bought and bus schedules obtained at the 'Dam Yankee' shop in Central Square, Bridgewater. The schedule is also available in the Office of Student Services in Boyden Hall.

Taxi service to points within Bridgewater and adjoining communities is provided by Bill's Taxi Service, which has a taxi stand in Central Square, Bridgewater.

RELIGIOUS FACILITIES

Adjacent to the campus is St. Basil Chapel and Catholic Center. The Christian Fellowship Center is located two blocks from the Bridgewater Common at 4 Standish Road.

The town of Bridgewater has a number of churches: Bridgewater New Church, Central Square Congregational Church, First Baptist Church, First Parish Church - Unitarian, Gammons Memorial Methodist Church, St. Thomas Aquinas Roman Catholic Church, Scotland Trinitarian Congregational Church, and Trinity Episcopal Church. Other churches and synagogues are located in nearby Brockton and towns adjacent to Bridgewater.

RESERVATION OF COLLEGE FACILITIES

Application for use of any part of the campus (buildings or grounds) must be made at least one week before the date of use through the following offices:

All classrooms and other facilities used for institutional purposes - 8:00 a.m. to 4:00 p.m. ..... Office of the Registrar

4:00 p.m. to 10:00 p.m. .....Office of Continuing Education

Maxwell Library Conference Room ..... Office of the Librarian (Ext. 441)

Student Union Building .....Office of the Assistant Director

The use of any part of a college building by large groups of dancers, athletic teams, and other performers, must be controlled by a uniformed police officer. A custodian must also be provided. The charge for this help will be paid by the organization responsible for the event.

The John J. Kelly Gymnasium will be available for use by student or faculty groups whenever such use does not interfere with the regular program of instruction. Outside groups may also have the use of the building under rules established by the Board of Trustees. The Assistant to the President must approve the use of the building by non-College groups.

BOOKSTORE

The Bookstore is located in the Student Union. Book orders are placed by faculty on forms provided each department by the bookstore, which sets the procedures and the deadlines for such orders.

LIBRARY

The Clement C. Maxwell Library contains about 142,000 volumes and subscribes to more than 1200 periodicals and newspapers. It uses the Library of Congress classification scheme and operates on an open shelf basis. The library has an extensive microfiche collection. It subscribes to and has a complete back file of the Educational Resources Information Center (ERIC). Facilities are available for reproducing the actual fiche as well as a hard copy of each page. There are also three ultra microfiche collections: the Library of American Civilization, the Library of English Literature, and PCMI.

The Maxwell Library participates in a consortium of libraries called the Southeastern Massachusetts Cooperating Libraries (SMCL). The participating libraries are Stonehill College, Wheaton College, and Southeastern Massachusetts University. Taunton Public Library and the Brockton Veteran's Hospital are affiliate members. Membership in the consortium entitles faculty and students to use the facilities of each member library, subject to the rules and regulations of the lending library. There is a shuttle book-service among the libraries and reference service is available from any one of the libraries by a special telephone connection.

Carrels: Library carrels are not intended to provide private office space. They are to be available for a limited period of time primarily for those engaged in a scholarly research project requiring a private place to work in immediate proximity to the resources provided by the library.[1] Requests for carrels should be addressed to the Librarian.

Interlibrary loan: The National Interlibrary Loan Code restricts inter-library borrowing to faculty, staff, and graduate students. Loans of materials not available in the SMCL consortium will be arranged for the faculty by the reference librarian.

1 See Faculty Council Minutes, December 11, 1972.

INSTRUCTIONAL MEDIA SERVICES

The Instructional Media Department has available 16mm motion picture sound films, filmstrips, records, tapes, and multi-media packages for instruction and is in the process of preparing a library of 1/2 inch video tapes. Catalogues of the department holdings are available in the academic departments, in the Maxwell Library, and in the Instructional Media Department Center, Room 103, Conant Science Building.

The Department has basic equipment for the use of the faculty. Use of such equipment should be requested from the chairman of the department not less than two days - and preferably a week - before it is needed. The Department does not have projectionists or operators available. However, instruction in the use of the equipment can be provided.

The Instructional Media Department has three fully equipped darkrooms and facilities for making overhead transparencies for projection and for copying audio tapes. If adequate time is allowed, the Department can usually provide this tape service for faculty members. Assistance will be given to faculty wishing to make transparencies for their classroom use.

Now available is the Remote Control Dial Access Unit containing 240 audio sources and 12 video sources. This facility will be available for installation of materials by faculty through their departmental chairmen and departmental representatives to the Remote Control Dial Access Committee. In the Library Lecture Hall there is a Remote Control Lectern which allows the lecturer to control motion picture projectors, slide projectors, filmstrip projectors, a rear projection TV unit, lights, and the sound system in the Hall from this one area.

COPY CENTER

Located on the basement floor of Boyden Hall, the Copy Center is in operation daily from 8:00 A.M. to 4:30 P.M. Faculty members should check directly with the Copy Center concerning the use of this facility.

HEALTH SERVICES

A hospital suite is located on the first floor of S. Elizabeth Pope Hall. The services of a nurse are available twenty-four hours each day, seven days a week. A doctor is on duty three days a week for four hours each day. These services are primarily for students and for emergency care of faculty members.

USE OF ATHLETIC FACILITIES

Swimming Pool: While college is in regular session, except when swimming meets are scheduled, the pool is open for recreational swimming for students, faculty and faculty families on the following schedule:

Monday, Tuesday, Thursday, 6:30 to 8:30 P.M.

Saturday, Sunday, 1:30 to 4:30 P.M.

Recreational swimming is also scheduled weekdays from 3 to 4 P.M. when it does not conflict with regular classes.

Gymnasium: The gymnasium is available for faculty use during evening hours in the fall and spring. Extensive athletic programs make use of the gymnasium most of the time during the winter; however, faculty are encouraged to participate in the intramural activities.

Other facilities: The tennis courts, track, and playing fields are available for faculty and family use when there are no regularly scheduled classes and athletic activities.

Admission to athletic contests: Free admission is extended to faculty members for athletic contests on campus. Complimentary tickets may be obtained from the head coach or the director of athletics.

CHILD CARE

The Child Development Center, Inc., located in lower Pope Hall, is designed to serve the child care needs of students, staff, and faculty of the College and also the local community. Under the direction of a professional board of directors and qualified educational staff, it is operated from 7:30 to 5:00 daily during the academic year. Faculty may wish to involve their students in the work of the Center as well as to use its facilities for their own children.

GREENHOUSE AND BOTANICAL GARDENS

The greenhouse and botanical gardens are operated under the directorship of the Department of Biological Sciences. Visitors are welcome. The facilities are open from 8:30 a.m. to noon and from 1:00 p.m. to 4:30 p.m. The greenhouse is closed on Saturdays, Sundays, and legal holidays. Since a large number of plants are under treatment (often chemical) in conjunction with research and teaching projects, they should not be handled, picked, or moved by persons not associated with the work.

ARCHIVES

The archives are kept in a vault in the basement of Tillinghast Hall. Information on the use of the materials in the archives may be obtained from the college archivist, Professor Ralph Bates, Department of History.

APPENDICES

CONSTITUTION OF THE GENERAL FACULTY OF BRIDGEWATER STATE COLLEGE

(First adopted April 28, 1968; revised March 18, 1969)

PREAMBLE

The Constitution for the General Faculty of the Bridgewater State College has been developed to continue to promote professional standards and to implement fully the partnership among the Faculty, the Administration, and the Board of Trustees.

This Constitution has been conceived in the spirit of the 1966 statement on college government by the American Council on Education, the American Association of University Professors, and the Association of Governing Boards of Universities and Colleges. ("Statement on Government of Colleges and Universities," AAUP Bulletin [Winter 1966] 52:375).

ARTICLE ONE: THE GENERAL FACULTY

Section 1: Membership

The General Faculty consists of the President of the College and all those who hold full-time appointments as professor, associate professor, assistant professor, and instructor.

The General Faculty is divided into Instructional Faculty and Administrative Faculty. The Instructional Faculty consists of those who hold full-time appointments as professors, associate professors, assistant professors, and instructors who ordinarily devote the major part of their time to teaching. The Administrative Faculty consists of those who ordinarily devote the major part of their time to administrative functions, such as the President, the Academic Dean, the Librarian, and the Chairman of Departments.

Section 2: Meetings

a. The President of the College shall preside at General Faculty meetings.

b. A member of the General Faculty shall be elected as Secretary for a term of two years, the election to be held normally at the April meeting and the term of office to begin on September 1. The person receiving the highest number of votes cast shall be elected. The Secretary will record the minutes of each meeting and send copies to all members of the General Faculty within one week after each meeting. The Secretary will also collect material from the General Faculty for the agenda for each regular meeting and distribute the agenda to each faculty member at least three days before each meeting.

c. General Faculty meetings will be held at least 8 times during the academic year, with the dates and time assigned by the President at the beginning of each academic year. Special meetings may be called by a majority vote at a General Faculty meeting, or upon written petition to the President of 10 percent of the General Faculty. Additional meetings may be called at the request of the President, or twenty-five percent of the members of the Faculty Council. Notices of special meetings with the purpose stated therein must be distributed to all members at least three days before each meeting.

d. The General Faculty shall conduct its business and schedule special meetings in accordance with *Robert's Rules of Order Revised*.

e. A quorum shall consist of forty percent of the members of the General Faculty.*

*Effective May 24, 1971

Section 3: Responsibility

a. The General Faculty shall have the power to formulate educational policy within the limits prescribed by Federal and State law, and by the regulations of the State Board of Higher Education and the Board of Trustees of the Massachusetts State Colleges. Educational policy pertains to such fundamental matters as curriculum, educational facilities, standards for admission and retention of students, and criteria for the granting of degrees. This authority of the General Faculty shall not be construed as limiting the delegated authority of the President or the academic freedom of the individual faculty member.

b. The General Faculty shall have the power to formulate policy in all matters of professional standards, such as faculty appointments, tenure, promotions, and merit, under the limits noted in Section 3a.

c. The General Faculty shall have the power to advise the Board of Trustees in the selection of a President for the College whenever a vacancy exists.

d. The General Faculty shall have the power to advise in budget planning and allocation of College funds.

e. The General Faculty will normally exercise the above powers through its representative body, the Faculty Council. The General Faculty shall have the right to review, and approve or disapprove, any action of the Faculty Council. If either the President or ten percent of the General Faculty wish a recommendation of the Faculty Council to be re-examined by the General Faculty, provision for this re-examination shall be made in the agenda of the next General Faculty meeting.

f. This delegation of authority to the Faculty Council shall not be construed in any way as limiting the right of the General Faculty to initiate action.

ARTICLE TWO: THE FACULTY COUNCIL

Section 1: Membership

a. The Council shall be composed of sixteen members, eight members elected from and by the Administrative Faculty, eight members elected from and by the Instructional Faculty, the method of election to be determined by each group. By the nature of their positions, the President and Academic Dean are *ex-officio* non-voting members.

b. All members of the General Faculty who have been full-time at the College for at least three years shall be eligible to be elected to the Council.

c. Members of the Council shall be elected for a period of two years. No member elected for a full term may be re-elected until after a lapse of one year.

Section 2: Election

a. Each year, no later than April, the Faculty Council shall appoint two Election Committees, one for the Instructional Faculty, one for the Administrative Faculty, their duties to consist of preparing a ballot of those eligible for election to the Faculty Council, and of conducting the election by secret ballot.

b. Election to the Faculty Council shall require a majority of the votes cast.

c. The Election Committee shall publish a tabulated report of the results of the elections before the General Faculty meeting in May.

d. The term of office shall begin on May 20 of the year of the election.

Section 3: Organization

a. The Faculty Council shall elect a Chairman and, in the absence of the Chairman, shall elect a temporary Chairman.

b. The Faculty Council shall elect from its members a Secretary whose duties shall be to publish in advance the agenda of the meetings and to record the minutes of each meeting. Within one week following each meeting, he shall distribute the minutes to all members of the General Faculty.

c. The term of office for the Chairman and Secretary shall be one year.

Section 4: Meetings and Quorum

a. The Council shall set times for regular meetings. Special meetings may be held at the

request of the President, five members of the Faculty Council, or ten percent of the General Faculty. Notice of all regular and special meetings shall be given to the General Faculty.

b. Any member of the General Faculty may propose items for the agenda. The method for establishing agendas for meetings shall be determined by the Council itself. The agenda of each regular Council meeting shall be distributed in advance so that each faculty member may have the opportunity to react, in writing, to any matter brought before the Council.

c. All meetings shall be open to members of the General Faculty, and every member of the General Faculty shall have the right to speak before the Council. ***Robert's Rules of Order Revised*** shall be followed, except that *ex-officio* members are without vote.

d. If twenty-five percent of the Council members believe that further information is needed on a particular issue, a vote may be postponed for no longer than five class days, unless, by special vote of the Council, a longer extension is deemed necessary.

e. Votes of the Council members shall be recorded individually and published in the minutes of the Council meetings.

f. A quorum shall consist of a simple majority of the Council. All actions or recommendations of the Council shall be by majority vote of the entire Council.

g. The final disposition of the Council's recommendations by the President shall be reported to the Council and this report incorporated in the minutes of the Council meetings.

Section 5: Functions

a. To study and discuss matters of general college policy and to make recommendations to the President.

b. To recommend policies concerning faculty selection, evaluation, promotion, tenure, leave, and termination of appointment.

c. To make recommendations in the creation of academic administrative positions and in selection of academic administrative personnel.

d. To recommend the creation of committees for the effective operation of the College.

e. To make recommendations to the President in the selection of committee members according, insofar as possible, to their professional competence and individual choice, except in the case of those committees whose functions imply election by the General Faculty or appointment by the President.

ARTICLE THREE: DIVISIONAL ORGANIZATION

Section 1: The several academic departments of the College shall be grouped into academic divisions, the composition of such divisions to be determined by the President of the College, with the advice of the Faculty Council.

Section 2: Divisional Directors

a. Each division shall have a Director as its chief administrative officer. The Director shall be appointed by the President of the College after consultation with the Academic Deans, the Chairmen of the several departments in the division, and the Faculty Council. A Divisional Director shall normally not serve as Departmental Chairman.

b. Each Divisional Director shall meet regularly with the Chairmen of the departments within his division at intervals to be determined jointly by the Divisional Director and the Departmental Chairmen.

c. Each Divisional Director shall, with the assistance of the Departmental Chairmen in the division, formulate and implement any programs requiring the coordinated work of faculty members from more than one department within the division.

d. The Directors of two or more divisions shall, upon consultation with appropriate Departmental Chairmen, formulate and implement any programs requiring the coordinated work of faculty members from different divisions.

e. The Divisional Director shall perform such administrative duties as may be determined by the President.

ARTICLE FOUR: ACADEMIC DEPARTMENTAL ORGANIZATION

Section 1: The academic departments shall function through regular meetings of all the members.

Section 2. Selection of a Chairman

Each academic department shall have a Chairman who shall be appointed by the President in consultation with the department and appropriate administrative officers, the manner of consultation to be recommended by the Faculty Council.

Section 3: Functions of the Chairman

a. The Chairman shall serve as liaison between the administration and the department. He shall perform such administrative duties as may be determined by the President.

b. In the formulation of policy affecting the department, the Chairman shall proceed in a manner which will assure the formal and democratic participation of all members of the department. Official minutes of all departmental meetings shall be recorded and kept on file.

ARTICLE FIVE: AMENDMENT

Proposed amendments shall be submitted in writing to the chairman of the Faculty Council who shall bring them to a vote of the General Faculty.

This Constitution may be amended by a two-thirds vote of the Instructional Faculty, by a two-thirds vote of the Administrative Faculty, and by approval of the President of the College, provided the proposed amendment has been presented to the General Faculty at a previous session, or in writing to the members two weeks before the session of the General Faculty at which the vote is scheduled.

STANDING RULES OF THE GENERAL FACULTY

I. General Procedures for Faculty Elections[1]

1. All faculty voting and polling shall be conducted by the Standing Committee on Nominations and Elections, appointed by the Chairman of the Faculty Council. One general election shall be held each spring.
2. For all elections the Committee shall obtain at least two candidates for each position to be filled. All candidacy shall be only with the consent of the individual. These nominations shall be published in the Faculty Bulletin. Other members of the General Faculty who may also wish to be candidates for the positions may submit their names to the Committee within five days after the announcement of the nominations.
3. The full slate of candidates will be published at least a week before the election is held.
4. In reducing the number of names to appear on second and subsequent ballots, a reduction shall normally be made by dropping candidates who receive less than a specified number of votes. This number shall be determined by the Standing Committee on Nominations and Elections and shall be a function of the total votes cast and their distribution. An effort should be made to complete the election on the second ballot.
5. Ballots marked for more persons in a group than are indicated by the instructions for that particular election shall be declared invalid.
6. All elections for faculty positions shall be by majority of the votes cast.
7. The Nomination and Election Committee shall publish within a week the tabulated results of all elections.
8. Vacancies on the Faculty Council will ordinarily be filled at the next general election after the vacancy is confirmed as permanent. If the Council determines that the seat should be filled before that time, the Chairman of the Council will instruct the Nominations and Elections Committee to conduct a special election.
9. Any individual elected to the Council from the administrative faculty or the instructional faculty who moves from the instructional to the administrative faculty, or vice versa, during that individual's term will be replaced by special election if there is more than one academic quarter in the term. If less than one quarter remains, the Council member will serve until the next general election.
10. Election to complete an unfulfilled term in a faculty office will not preclude immediate reelection for a full term.

II. Election of Faculty Council Members from the Instructional Faculty[2]

1. The membership of the Council from the Instructional Faculty shall consist of at least one from each of the six divisions (Behavioral Sciences, Creative Arts, Professional Education, Humanities, Natural Sciences and Mathematics, and Social Sciences) which has at least two qualified members who are willing to be candidates. The remaining positions shall be filled by election at large. At the time of each election the number of divisional and at-large positions to be filled will be determined by the divisional affiliation of the continuing instructional Council members.
2. Elections shall involve voting by all members of the instructional faculty for vacancies on the Council among representatives from the Instructional Faculty.

[1] Adopted by the General Faculty, March 26, 1974.

[2] Adopted by the Instructional Faculty, April 9, 1974.

STANDING RULES OF THE INSTRUCTIONAL FACULTY ORGANIZATION

I. Membership: The Instructional Faculty consists of those who hold full-time appointments as professors, associate professors, assistant professors, and instructors who ordinarily devote the major part of their time to teaching. (Article I, Section 1 of the Constitution of the General Faculty of Bridgewater State College.)

II. Steering Committee:

1. A Steering Committee composed of five members of the Instructional Faculty shall be elected by the Instructional Faculty. The term of office will be one year and no member can succeed himself.

2. One member of the Steering Committee will be elected chairman of the Instructional Faculty who will also serve as chairman of the Steering Committee. The election of the chairman will take place at the first meeting of the Instructional Faculty following the election of the Steering Committee.

   The chairman will also moderate regular open meetings of the Steering Committee to plan the agenda for Instructional Faculty meetings and other activities of the Instructional Faculty.

3. One member of the Steering Committee will be elected secretary of the Instructional Faculty at the first meeting following the election of the Steering Committee. The duties of the secretary shall be to notify members of all meetings, to collect items for the agenda, and to publish and distribute the proposed agenda as prepared by the Steering Committee to all members of the Instructional Faculty at least two school days before a meeting.

4. The secretary shall prepare a summary of the meetings which will include all motions and a record of votes and will distribute it to all members of the Instructional Faculty within ten days of the meeting.

III. Meetings:

1. Normally, regular monthly meetings will be scheduled one week prior to the General Faculty meetings. If there is insufficient business to justify a meeting, the secretary, on instructions from the Steering Committee, will notify all members of the Instructional Faculty of the cancellation of the meeting two school days before the scheduled meeting.

2. Special meetings of the Instructional Faculty may be held at the request of ten of its members. Such a request shall be made to any member of the Steering Committee.

3. A quorum shall consist of those members attending a meeting. Recommendations and action shall be by majority of the votes cast.

IV. Elections:

1. In accordance with the Standing Rules of the General Faculty (Standing Rules of the General Faculty I, 1) the Standing Committee on Nominations and Elections shall conduct the election of the Steering Committee.

2. One ballot with at least ten candidates for the five positions on the Steering Committee will be prepared by the Nominations and Elections Committee, which will conduct the election no later than the first week in December. The five persons receiving the most votes will be elected as the Steering Committee.

3. The Nominations and Elections Committee will prepare and distribute a report of the results of the election to each member of the Instructional Faculty within one week after the election.

4. The term of office shall begin in January of the year following the election.

5. The first Steering Committee will serve from its election in the fall of 1974 to January, 1976.

CONSTITUTION
OF
THE GRADUATE SCHOOL
OF
BRIDGEWATER STATE COLLEGE [1]

ARTICLE I. DEFINITION OF THE GRADUATE SCHOOL

The Graduate School is that unit of Bridgewater State College which operates under general policies established by the Board of Trustees of the State Colleges, and which is subject to the authority of this Board and to the authority of the President of the College, and has academic jurisdiction over all matters pertaining to and related to graduate programs and graduate degrees. The Graduate School consists of the Graduate Faculty, the Graduate Council, and the Officers of the Graduate School. The Graduate School is responsible, subject to the aforementioned authority of the Board and of the President, for establishing and maintaining general standards of graduate work in the College and for the coordinating of the graduate programs of the various departments and academic divisions of the College. Responsibility for the detailed operation of graduate programs is vested in the individual academic departments and academic divisions. The chairperson of each academic department and the director of each academic division is directly responsible to the Dean of the Graduate School for graduate study in his respective department or division. The Dean of the Graduate School is responsible to the Academic Dean and to the President of the College.

ARTICLE II: OFFICERS OF THE GRADUATE SCHOOL

The Officers of the Graduate School are the Dean of the Graduate School, the Assistant to the Dean of the Graduate School, the President (ex-officio), the Academic Dean (ex-officio), and such other members of the Bridgewater State College Faculty who may be designated as Officers by the President of the College and/or by the Board of Trustees.

ARTICLE III: THE GRADUATE FACULTY [2]

Section 1: Membership

a. The Graduate Faculty of Bridgewater State College consists of appointed and ex-officio members. Membership in the Graduate Faculty must be conferred by the President of the College. Membership carries with it the privilege of voting at meetings of the Graduate Faculty and eligibility for election to the Graduate Council.

b. The following hold appointments by virtue of their office: Officers of the Graduate School, Director of Continuing Education, Dean of Undergraduate Studies and of Special Programs, Academic Divisional Directors, Departmental Chairpersons whose departments offer graduate work, and the Librarian.

Section 2: Criteria for Appointment to Membership

a. Membership may be conferred upon individuals who:
   1. hold full-time appointments to the General Faculty of Bridgewater State College
   2. have earned the highest academic degree commonly attained in his/her field
   3. have demonstrated professional excellence through such activities as:
      (a) active scholarship
      (b) research
      (c) effective teaching at the graduate level
      (d) active membership and participation in learned societies
      (e) publications

[1] Approved by the Graduate Faculty at its meeting of May 30, 1974 and by the President of the College on June 19, 1974.

[2] Membership in the Graduate Faculty is not required for teaching graduate level courses or for other aspects of graduate work at the departmental level - such as advising of graduate students. Persons teaching courses carrying graduate credit must demonstrate that they have the requisite degree of proficiency in their field for the teaching of graduate level courses and must be approved for such teaching by the chairperson and graduate committee of their respective department and by their divisional director.

4. have been recommended for membership in the Graduate Faculty by his/her respective departmental graduate committee, departmental chairperson, and divisional director.

b. Criterion 2 and Criterion 3, Article III, Section 2, Part a, are subject to explicit justified exception.

Section 3: Procedures Governing the Election of Members

a. Application for membership in the Graduate Faculty may be made by securing the appropriate forms in the Office of the Dean of the Graduate School, completing them and submitting them to the chairperson of the applicant's departmental graduate committee.[3]

b. The graduate committee of each department, through its departmental chairperson and with his/her recommendation, submits its nominations to the appropriate divisional director.

c. The divisional director forwards the departmental graduate committee's nominations, together with his/her recommendation to the Graduate Council.

d. The Council proposes to the Dean of the Graduate School and the Academic Dean new members to the Graduate Faculty from the lists of nominees submitted to it.

e. The proposed members are considered for endorsement by both the Dean of the Graduate School and the Academic Dean, who forward their recommendations to the President of the College.

f. The President, after reviewing applications, recommendations, and endorsements, makes appointments to the Graduate Faculty.

Section 4: Functions of the Graduate Faculty

a. The Graduate Faculty is the academic policy-making body of the Graduate School whose recommendations are subject to the review and approval of the Dean of the Graduate School, the Academic Dean, and the President. Academic policies which the Graduate Faculty recommends and which are approved by the Dean of the Graduate School, the Academic Dean, and the President, respectively, are administered by the Dean of the Graduate School.

b. The Graduate Faculty through its Graduate Council recommends to the Dean of the Graduate School, the Academic Dean, and the President:

1. Criteria for admission to graduate programs
2. Criteria for approval of courses carrying graduate credit
3. Approval of courses carrying graduate credit
4. Establishment of new graduate degree programs
5. Appointment to graduate assistantships
6. Conferral of degrees on those graduate students who have completed all requirements for the degree
7. Policies relative to graduate research
8. Action on any other pertinent matters

Section 5: Meetings

a. The Graduate Faculty meets regularly in Fall and Spring of each academic year. Notification of each meeting, together with its agenda, is sent to members at least one week in advance by the Office of the Graduate School.

b. Any member wishing an item to be put on the agenda must notify the Assistant to the Dean of the Graduate School in writing. Items not on the agenda may be introduced for information only with action to be taken at a later date.

c. Minutes of meetings are sent to all members of the Graduate Faculty within two weeks following each meeting.

[3] Departmental graduate committees are comprised only of members of the department who hold membership in the Graduate Faculty.

d. Special meetings of the Graduate Faculty are called by the Dean of the Graduate School, or upon petition of one-half the Graduate Council's voting membership, or upon petition by one-fourth of the voting members of the Graduate Faculty to consider urgent matters which cannot be delayed until the next regular meeting. Members will be notified in writing at least one week prior to the meeting.

e. The Dean of the Graduate School presides at each meeting unless conditions prevent this. In such cases he shall designate a substitute who is a member of the Graduate Faculty to preside in his absence.

f. The Assistant to the Dean of the Graduate School serves as Secretary to the Graduate Faculty.

g. The Graduate Faculty shall conduct its business in accordance with *Robert's Rules of Order Revised*.

Section 6: Quorum

In order to conduct business, two-fifths of the voting members of the Graduate Faculty constitutes a quorum, except at special summer meetings, when one-fourth of the members constitutes a quorum.

ARTICLE IV. THE GRADUATE COUNCIL

Section 1: Membership

a. The Graduate Council of the Graduate Faculty at Bridgewater State College consists of appointed, elected, and ex-officio (non-voting) members.

b. The following are members of the Graduate Council by virtue of their office: The Dean of the Graduate School, the Director of Continuing Education, the Dean of Undergraduate Studies and of Special Programs, and the Assistant to the Dean of the Graduate School (without vote). The President of the College and the Academic Dean are members ex-officio (without vote).

c. Seventeen members of the Graduate Faculty elected by members of the Graduate Faculty. Of this number, ten members are elected from and by the instructional Graduate Faculty and seven members are elected from and by the administrative Graduate Faculty. No more than two instructional faculty members may be elected from a single academic division of the College. At least one member must be elected from each academic division. Of the elected administrative faculty, one and only one member must be elected from each academic division. In the first annual election, five instructional and four administrative faculty shall be elected for one-year terms and five instructional and three administrative faculty for two-year terms.

In subsequent elections, normally held in May, members shall be elected for two-year terms. Terms for Council members begin on June 1.

Section 2: Functionings of the Graduate Council

a. The Graduate Council conducts the business of the Graduate Faculty and assists the Dean of the Graduate School in the execution of academic policy relative to graduate study and associated research. The Council, as a representative body, has jurisdiction over procedural matters and academic policy matters, except that it may refer to the entire Graduate Faculty those which are basic and far-reaching in nature. Furthermore, the Graduate Faculty may review decisions of the Graduate Council upon petition of one-fourth of the members of the Graduate Faculty.

b. The Graduate Council advises the Dean relative to decisions concerning students who request exceptions to established policies.

c. The Graduate Council establishes standing and special committees which act in an advisory capacity to the Council.

Section 3: Meetings

a. The Dean of the Graduate School is the Chairperson of the Graduate Council and will preside at each meeting of the Graduate Council, unless conditions prevent this. In such cases he/she shall designate a substitute who is a member of the Graduate Council to preside in his/her absence.

b. The Assistant to the Dean of the Graduate School serves as Secretary to the Graduate Council.

c. The Graduate Council meets regularly at least once each month during the calendar year. Notification of each meeting, together with its agenda, is sent to all members of the Graduate Faculty at least one week in advance by the Office of the Graduate School.

d. Any member of the Graduate Faculty wishing to put an item on the agenda must notify the Dean of the Graduate School in writing. Items not on the agenda may be introduced for information only with action to be taken at a later date.

e. Minutes of meetings are sent to all members of the Graduate Faculty within two weeks following each meeting.

f. Special meetings of the Graduate Council may be called by the Dean of the Graduate School or upon petition by one-fourth of the Council membership to consider urgent matters which cannot be delayed until the next regular meeting. Members will be notified in writing at least one week prior to such special meetings.

g. Votes of the members of the Graduate Council are recorded and published in the minutes of the Council meetings. A simple majority vote of the voting members present constitutes approval of a motion.

h. The Graduate Council shall make its recommendations simultaneously to the Dean of the Graduate School, the Academic Dean, and the President.

i. Disposition of the Graduate Council's recommendations by the President is reported to the Graduate Council and these reports are incorporated in the minutes of the meetings of the Graduate Council.

Section 4. Quorum

In order to conduct business, one-half of the members of the Graduate Council constitutes a quorum.

ARTICLE V. AMENDMENTS

This Constitution may be amended at any regular meeting of the Graduate Faculty by a three-fourths vote of all those voting and holding membership in the Graduate Faculty, and with the approval of the President and of the Board of Trustees. Notification of consideration of proposed amendments must be given to the Graduate Faculty at least two calendar weeks prior to the regular meeting at which such amendments are to be considered.

ARTICLE VI. RATIFICATION

This Constitution becomes effective for a period of one year upon ratification by a three-fourths vote of all those voting and holding membership in the Graduate Faculty, and with the approval of the President as the agent of the Board of Trustees.

FACULTY ELECTION RECORD

FACULTY COUNCIL MEMBERSHIP

*Chairman **Secretary #Administrative faculty member

1968-1969

#Robert Barnett
James Brennan 1
Barbara Chellis**
#Joseph Chiccarelli
#Stanley Clement
Henry Daley
Joseph DeRocco
#V. James DiNardo
#Jordan Fiore
Jane Herrick*
#Frank Hilferty
Thomas Lee
Evelyn Lindquist
#Owen McGowan
Annabelle Melville
#Harold Ridlon

1969-1970

#Robert Barnett
#Joseph Chiccarelli
#Stanley Clement
Robert Daniel
Joseph DeRocco**
#V. James DiNardo
#Jordan Fiore
Clay Greene
Jane Herrick*
#Frank Hilferty
Evelyn Lindquist
Agrippina Macewicz
Willis Pitts
#Harold Ridlon
#Ellen Shea
George Weygand

1970-1971

#Robert Arruda
#Robert Barnett
Robert Briggs 2
#Richard Calusdian
Barbara Chellis
#Wilmon Chipman
Robert Daniel
#V. James DiNardo
Ira Furlong
Clay Greene
Agrippina Macewicz**
Willis Pitts
#Harold Ridlon
#Henry Rosen
#Ellen Shea
George Weygand*

1971-1972

#Robert Arruda
James Brennan
#Richard Calusdian
Barbara Chellis [3]
#Joseph Chiccarelli
#Wilmon Chipman
#Stanley Clement
#Jordan Fiore* 7
Ira Furlong
John Heller**
Mary Jarvis
Annabelle Melville 5
#Joseph Moore 4
#Henry Rosen
Benjamin Spence
Mary Lou Thornburg
George Weygand 6

1972-1973

James Brennan* 9
#Morgan Brown
#Joseph Chiccarelli
#Stanley Clement
#Kenneth Falkner
#Jordan Fiore* 8
John Heller**
#Frank Hilferty
Elizabeth Hollis
Mary Jarvis
Achille Joyal
#Harry Lehmann
Richard Menice
#Ellen Shea
Benjamin Spence
Mary Lou Thornburg

1 Resigned at end of first year of term; Faculty Council Minutes, April 28, 1969.
2 Resigned at end of first year of term; Faculty Council Minutes, April 12, 1971.
3 Unable to complete term because of illness.
4 Retired; Faculty Council Minutes, February 7, 1972.
5 Chosen by Council to complete the term of Barbara Chellis; Faculty Council Minutes, November 8, 1971.
6 To February 7, 1972; Faculty Council Minutes, January 24, 1972.
7 Elected January 24, 1972; Faculty Council Minutes of that date.
8 To January 29, 1973; Faculty Council Minutes, January 15, 1973.
9 Elected January 15, 1973; Faculty Council Minutes of that date.

1973-1974	1974-1975
Marcia Anderson	#Murray Abramson
James Brennan*	Marcia Anderson**
#Morgan Brown	#Robert Barnett
#David Cheney	Drake Chisholm
#V. James DiNardo	#David Cheney*
Lee A. Dunne	#V. James DiNardo
#Kenneth Falkner	Lee A. Dunne 15
Robert Fitzgibbons 10	#Robert Fitzgibbons
Jane Herrick	John Heller 16
#Frank Hilferty	Jane Herrick
Elizabeth Hollis	#George Horner
Achille Joyal 11	Thomas Knudson
Thomas A. Knudson 12	#Robert Larson
#Robert Larson**	#Harold Ridlon
#Harry Lehmann	Margaret Souza
Richard Menice 10	William Wall
#Harold Ridlon	George Weygand
William J. Wall 13	
Joseph Yokelson 14	

10 Resigned because of change to Administrative Faculty. Faculty Council Minutes, January 28, 1974.

11 On sabbatical leave first semester, 1973-1974.

12 Elected to fill the unexpired term of Robert Fitzgibbons. Faculty Bulletin, March 4, 1974.

13 Elected to fill the unexpired term of Richard Menice. Faculty Bulletin, March 4, 1974.

14 Elected to replace Achille Joyal for the first semester, 1973-1974. Faculty Bulletin, October 15, 1974.

15 Resigned because of change to Administrative Faculty. Faculty Council Minutes, September 9, 1974.

16 Elected to fill the unexpired term of Lee A. Dunne. Faculty Bulletin, October 21, 1974.

COMMITTEE ON FACULTY STATUS

This committee also includes the Academic Dean, as chairman, the Dean of Undergraduate Studies, the Dean of the Graduate School, and the six divisional directors.

1969-1972

James Brennan
Robert Daniel
John Deasy
Annabelle Melville
William Wall
George Weygand

1972-1973

Henry Daley
Joseph DeRocco
Jane Herrick
Frederick Meier
Lawrence Mish
Samuel Sheinfeld

1973-1974

Henry Daley
Joseph DeRocco [1]
Jane Herrick
Frederick Meier
Walter Morin
Willis Pitts

1974-1975

Henry Daley [2]
Joseph DeRocco
Jane Herrick
Frederick Meier
Walter Morin
Willis Pitts

MERIT EVALUATION COMMITTEE MEMBERSHIP

From 1965 to 1970 a merit evaluation committee was elected annually by the teaching faculty with varying criteria for membership and for the electorate. With the assistance of various members of those committees, the following list has been compiled. The asterisk indicates the chairman.

1965-1966

James Brennan
Charles Foth
Mary Jarvis
Evelyn Lindquist
George Weygand

1966-1967

Elizabeth Cirino
Robert Daniel
John Deasy
Annabelle Melville
William Wall*

1967-1968

Mary Jarvis
Thomas Lee
Evelyn Lindquist
Benjamin Spence
George Weygand*

1968-1969

Elizabeth Cirino
Ann Coakley
John Deasy*
Clay Greene
Willis Pitts

1969-1970

Robert Briggs*
Lawrence Mish
Walter Morin
Maurice Rotstein
Louis Schippers

[1] On sabbatical leave second semester; replaced for that semester by Samuel Sheinfeld.
[2] On sabbatical leave first semester; replaced for that semester by Vahe Marganian.

1970-1971

(First combined committee; #administrative member.)

Robert Bent
#Joseph Chiccarelli
#Stanley Clement
#Jordan Fiore
Vincent Gannon
#Frank Hilferty
Elizabeth Hollis
Virginia Joki*
#Harold Ridlon
#Ellen Shea
Benjamin Spence
Mary Lou Thornburg

1971-1972

#Joseph Chiccarelli
#Stanley Clement
#V. James DiNardo
#Jordan Fiore
John Heller
#Frank Hilferty
Elizabeth Hollis
Virginia Joki
Thomas Lee
#Harold Ridlon
Benjamin Spence
William Wall*

1972-1973

Robert Bent*
#Morgan Brown
#Joseph Chiccarelli
#Stanley Clement
#Jordan Fiore
Frances Guerin
John Heller
#Frank Hilferty
Elizabeth Hollis
Thomas Lee
#Harold Ridlon
Alfred Wolff

1973-1974

#Murray Abramson
Robert Bent*
#Morgan Brown
#Joseph Chiccarelli
#Catherine Comeau
Harold DeLisle
John Heller
#Frank Hilferty
Elizabeth Hollis
#Harold Ridlon
Mary Lou Thornburg
Alfred Wolff

1974-1975

#Murray Abramson
Robert Bent
#Morgan Brown
#Joseph Chiccarelli
#Catherine Comeau
Harold DeLisle
#Jordan Fiore
John Heller
#Harry Lehmann
Louis Schippers
Mary Lou Thornburg
Thomas Turner

SECRETARY OF THE FACULTY

1968-1970: William R. Cole
1970-1972: Ira E. Furlong
1972-1974: Ira E. Furlong
1974-1976: Ira E. Furlong

REPRESENTATIVE TO THE FACULTY ADVISORY COMMISSION

1972-1973: Frank Hilferty
1973-1974: Frederick Meier
1974-1975: James R. Brennan

FACULTY ELECTIVE POSITIONS
1975-1976

FACULTY COUNCIL		
#Murray Abramson	Mathematics	1974-1976
#Robert Barnett	Speech and Theatre	1974-1976
#Milton Boyle	Humanities	1975-1977
Drake Chisholm	Psychology	1974-1976
Gerald Doiron	History	1975-1977
#Robert Fitzgibbons	Secondary Education	1974-1976
John Heller	Art	1975-1977
#Frank Hilferty	Biology	1975-1977
#George Horner	Anthropology	1974-1976
#John Myers	History	1975-1977
Lois Poule	English	1975-1977
#Henry Rosen	Instructional Media	1975-1977
Margaret Souza	Chemistry	1974-1976
William Wall	Biology	1974-1976
Robert Ward	Instructional Media	1975-1977
George Weygand	Physics	1974-1976
COMMITTEE ON FACULTY STATUS		
Henry Daley	Chemistry	1974-1977
Robert Daniel	Education	1975-1978
Jane Herrick	History	1974-1977
Walter Morin	Biology	1973-1976
Willis Pitts	Speech and Theatre	1973-1976
Joseph Yokelson	English	1975-1978
MERIT EVALUATION COMMITTEE		
#Joseph Chiccarelli	Mathematics	1973-1976
#Wilmon Chipman	Chemistry	1975-1978
#Catherine Comeau	Health and Physical Education	1973-1976
Harold DeLisle	English	1973-1976
#Jordan Fiore	History	1974-1977
Robert Fitzgibbons	Secondary Education	1975-1978
Vincent Gannon	Music	1975-1978
John Jahoda	Biology	1975-1978
#Harry Lehmann	Health and Physical Education	1974-1977
Louis Schippers	Psychology	1974-1977
Mary Lou Thornburg	Health and Physical Education	1973-1976
Thomas Turner	History	1974-1977
REPRESENTATIVE TO THE FACULTY ADVISORY COMMISSION		
Henry Daley	Chemistry	1975-1976
SECRETARY OF THE FACULTY		
Ira Furlong	Earth Sciences	1974-1976

#Administrative Faculty Member

GRADUATE COUNCIL [1]		
Tracy A. Baldrate	Educational Services	1975-1977
#Milton L. Boyle	Humanities	1975-1977
#Joseph B. Chiccarelli	Mathematics	1975-1977
Stanley A. Deetz	Speech and Theatre	1975-1977
#Lee A. Dunne	Speech and Theatre	1975-1977
#Robert E. Fitzgibbons	Secondary Education	1975-1977
#George R. Horner	Anthropology	1974-1976
#Kenneth J. Howe	Biology	1974-1976
Charles F. McGinnis	English	1974-1976
Walter A. Morin	Biology	1974-1976
James W. Mueller	Anthropology	1974-1976
#John F. Myers	History	1974-1976
Louis Schippers	Psychology	1974-1976
Benjamin A. Spence	History	1974-1976

[1] Three members still to be elected.

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